

# **MORGAN COUNTY COMMISSION** **IT NETWORK SECURITY ADMINISTRATOR** **INFORMATION TECHNOLOGY**

**ESSENTIAL FUNCTIONS:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Acts as administrator for and maintains county systems. Acts as Domain Administrator creating and removing users and permissions as needed. Maintains Network wiring diagrams and switch code backups. Ensures that server backups are run on a regular basis. Acts as administrator for vSphere and all on site network storage. Acts as a point of contact for Information Technology Disaster Recovery and Threat mitigation. Performs analytical, technical, and administrative work in the planning, design, and installation of new and existing servers, network devices and other equipment. Performs network system analyses to maintain operational efficiency and ensures that all network equipment is always maintained in good working condition. Configures and installs various hardware, software and maintains existing components; prepares/ installs cabling. Troubleshoots and resolves issues with computer systems and server equipment located throughout the organization. Evaluates products for compatibility, expandability, and ease of use and support then recommends to management the support or nonsupport of evaluated products. Document and help to enforce various policies, procedures, standards, best practices, and configurations. Must have the ability to work independently with minimal supervision. Manages and implements passwords for security purposes in accordance with policy. Answers the telephone as needed, provides information, guidance, and assistance. Takes and relays message or directs calls to the appropriate personnel, returns call, as necessary. Responds to questions, problems, and requests for information or assistance from co-workers, county employees, elected officials, or other persons. Maintains a comprehensive working knowledge of new trends, advances, applicable laws/regulations, and developments in technology as needed to preform essential job requirements; attends workshops, conferences, and training sessions as appropriate. Acts in capacity of temporary supervisor in the absence of the IT Director in order to maintain continuity of operations, quality and quantity of work.

**MINIMUM QUALIFICATIONS:** An associate degree in Computer Science or a related field, one to five years of experience in Information Technology, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Preference will be given to candidates with Certifications in Cisco, Microsoft, VMware, Cyber Security, or other related technology.

Grade A10 \$30.40  
Full Time W/Benefits

Apply at <https://morgancounty-al.gov/departments-services/human-resources/>

Or apply at the Morgan County Commission Office located on the 5<sup>th</sup> floor of the Morgan County Courthouse, 302 Lee St NE, Decatur, Alabama

**Applications will be accepted until the position is filled.**

EEO

F/M/V/D