

Network and Systems Engineer

Department: Auditor's Office

Reports to: IT Manager

Pay Grade: Based on experience

PRIMARY DUTIES AND RESPONSIBILITIES (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Designs, implements & maintains computer network services, including but not limited to:

- Maintain all network and Internet connectivity (including remote offices)
- Designs and maintains wireless networks
- Designs and maintains phone networks
- Works with vendor resources
- Evaluates network hardware & software & designs network configurations
- Sets up hardware, installs & tests software
- Installs and configures associated network servers
- Maintains physical links, cabling, and fiber optic equipment
- Designs, implements & maintains network security (Cyber security methodologies, VPN, etc)
- Implements disaster recovery plans to maintain network integrity
- Monitors traffic on network to better utilize network & eliminate slowdowns
- Resolves complex or recurrent network problems
- Assists supervisor in design of new network, wiring plans, equipment purchases & related functions
- Develops skill to perform quality checks to ensure efficiency and quality of agency operations.

GENERAL SKILLS AND CHARACTERISTICS

Knowledge of: oral and written communication tools and techniques, customer support and personal service technical writing and documentation practices, telecommunications, capabilities and applications of network equipment including routers, switches, servers, and related hardware, IT principles, methods and practices in assigned specialty area, software distribution tools and configuration management and mechanisms, organizations operation environment, topology, and protocols, local area and wide area networking principles and concepts, back-up and recovery techniques, performance monitoring methods, basic server maintenance techniques, installation and configuration procedures, such as browsers and

streaming video, system administration methods and procedures, operating systems installation and configuration procedures, technology design.

Skill for: reading comprehension, speaking, service orientation, installation, troubleshooting, critical thinking, systems evaluation, and operation monitoring.

Ability to: transport items up to 50 lbs., collect data, establish facts and draw valid conclusions, carry out instructions in written, oral or picture form, understand manuals and verbal instructions, technical in nature, cooperate with others on projects, communicate verbally and in writing on technical & non-technical matters, and stay abreast of current technologies.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Education: Technical institute degree/certificate in Computer Science or Information Systems or equivalent work experience.

AND

Experience: Minimum 5 years combined work experience.

Required: Must hold a valid Ohio Driver's license and be able to pass a Hancock county sheriff's office administered background check.

UNUSUAL WORKING CONDITIONS

May provide support on an on-call basis; may travel to regional offices and/or other locations as operation needs dictate.

Hancock County is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.