



JOB ANNOUNCEMENT

Information Technology Network Administrator (Full-Time, Year-Round, Exempt)

Description

The Incline Village General Improvement District is accepting applications for an **Information Technology Network Administrator** to set-up, configure and support internal and/or external networks. Perform a variety of maintenance, evaluation, installation, and training tasks to ensure local area network (LAN) performance and Server Systems meet District and user requirements. This is a bargaining unit eligible position.

Position Responsibilities *(this list is not all inclusive of job duties and responsibilities).*

Provides excellent customer service to customers and vendor partners. Installs, configures, and maintains servers, personal computers, file servers, Ethernet networks, network cabling, and other related equipment, devices and systems; adds or upgrades and configures servers, personal computer hardware, server and personal computer operating system software, printers and related equipment. Investigates system/user problems, identifies their source, determines possible solutions, tests and implements solutions. Handles the help desk phone by troubleshooting and analyzing user problems with computer and network technical support using diagnostic tools, instructing users in the use of remedial diagnostic procedures. Maintains site licenses for department/organization. For tracking and insurance purposes, maintains the District's hardware and software database. Evaluates and/or recommends purchases of computers, network hardware, peripheral equipment and software. Plans and implements network security, including building firewalls, remote access, managing host security, file permissions, backup and disaster recovery plans, file system integrity, and adding/deleting users. Identifies utilization patterns and their effect on operation/system availability and performance expectations. Anticipates communication and networking problems and implements preventive measures. Ensures timely user notification of maintenance requirements and effects on system availability. Investigates, recommends and installs enhancements and operating procedures that optimize network availability. Maintains confidentiality with regard to the information being processed, stored or accessed by the network. Documents network problems and resolutions for future reference. Handles all of the District's radio, mobile radio and repeater requests. This includes inventory management purchases, maintenance and repair of the District's radios and repeaters. Works with vendor on equipment preventative maintenance and makes sure the District's service and financial requirements are met. Maintains network and phone wiring throughout the District and handles all cell phone requests and repairs. Meets with other Information Technology (IT) staff to discuss progress of work, resolve problems, and ensure that standards for quality and quantity of work are met. Meets with IT staff and department managers to determine impact of proposed changes in hardware or software on computer operations and service to end users. Maintains schedule of replacement for developing annual budget requirements for hardware and software. Suggests or identifies best practices for planning and developing policies and procedures for carrying out computer operations and participates in the development of goals and objectives for the IT Division.

Qualifications

Education and/or Experience

Bachelor's degree (BA or BS) in computer science or information systems; and 2 years related experience networking and working knowledge of Microsoft operating systems and productivity tools such as Microsoft Office, database, etc.; or equivalent combination of education and experience.

Other Skills or Abilities

Good organizational, customer service, problem-solving and analytical skills. Establish priorities to meet deadlines and fulfill on-call status during scheduled weekends or holidays. Detail oriented with the ability to handle confidential information. Read, analyze and interpret an extensive variety of technical instructions in mathematical or diagram form, business and professional journals, and governmental regulations. Effectively present information (in-person and written) and respond to questions from a variety of individuals and groups. Possess valid Driver's License and lift and/or move up to 50 pounds.

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Job Posting

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Working knowledge of computer networks, network security, and knowledge of Microsoft Windows 7 & 10, Microsoft Server, Microsoft SQL, Microsoft Exchange, ESXi, AHV, NuTanix Hardware, Veeam, Virtual Network and Server Infrastructure, UPS implementation, Ethernet Cable Standards, Cisco IOS, SonicWall, Barracuda, Dell Desktop, Laptop, Server and Network Hardware, IEEE 802.11 Standards awareness required. Make sound business decisions in stressful or demanding situations. Certification in CompTia Network +, CompTia Security +, CompTia A+, CISSP, CEH, CCNA or comparable industry standard certificates.

Compensation

Annual salary \$65,098 to \$91,138 depending on experience. This position receives a fantastic benefit package including: medical, dental, vision, short and long term disability, Pension Plan, 457 Deferred Comp Plan, Section 125 Flex Plan, vacation and sick leave, holiday pay, food discounts and recreation privileges at District facilities.

Application Filing Date

Applicants should submit an IVGID application to Human Resources Department, 893 Southwood Boulevard, Incline Village, Nevada 89451. This position is OPEN UNTIL FILLED.

01/03/2022 Posted EOE

Job Description available in HR

893 Southwood Boulevard · Incline Village · Nevada 89451 · (775) 832-1100 or (775) 832-1359 fax
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