SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking a Network Administrator for the County Information Technology Department. Work will be performed under the supervision of the County Administrator and will include the following typical tasks:

Performs difficult advanced technical work providing management, administration, design, troubleshooting and planning of County networks and communication systems and devices, maintaining network security, consulting and assisting department Directors with technology needs and implementation, and related work as apparent or assigned. Supervision is exercised over the Network Technician.

Essential Functions

- Oversees and administer all network activities including the configuration, installation and maintenance of computer network services, software, email and other servers, routers, firewalls, switches and other computer related systems including VOIP telephone system.
- Assists in configuration, maintenance and interfacing of the County's AS/400 server and Bright software.
- Ensures the integrity of the County's network infrastructure from internal and external intrusion.
- Utilizes and administers web and social media tools; oversee maintenance of county website and content management system.
- Evaluates existing network, applications and software infrastructure utilized Countywide and identifies changes and trends in network and system technology; develop relevant plans and proposals for the incorporation of new technology.
- Participates in the analysis, equipment requirements and cost benefit analysis of large scale projects and preparation of preliminary system proposals.
- Accomplishes financial objectives by forecasting requirements and preparing an annual budget.
- Preserves assets by implementing disaster recovery and back-up procedures.
- Maintains organization effectiveness and efficiency by defining, delivery and supporting strategic plans for implementing information technologies; recommend, implement,

integrate and support technology infrastructure and software applications and address implementation concerns.

- Develops and implement printed and online documentation and operations documents, user manuals and help screens.

- Oversee the management of the County's GIS system.

- Works with vendors and manufacturers to resolve computer, network and communication issues; analyzes and reviews third party support for efficiency; oversee maintenance of service contracts and agreements.

- Provides technical support as required (i.e. performing the duties of the Network technician).

- Assist in evaluation of staff results by communicating expectations, planning, monitoring, coaching and implementing corrective action.

Bachelor's degree with coursework in computer science, information technology, or related field and considerable experience in network and systems administration, or equivalent combination of education and experience. Five (5) years of experience preferred; Thorough knowledge of broadband technology, and marking of fiber utilities considered a plus. Applicants must have a valid **driver's license in the Commonwealth of Virginia.**

Starting salary range $49,000- $65,000 depending on experience

Position open until filled

Surry County Administrator's Office
Attn: HR Department
45 School Street
Surry, Virginia 23883
(757) 294-5271

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: www.surrycountyva.gov. The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

SURRY COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITIES EMPLOYER