



NETWORK ADMINISTRATOR

JOB OPPORTUNITY ANNOUNCEMENT

DATE:	FEBRUARY 27, 2023
DIVISION / DEPARTMENT:	INFORMATION SYSTEMS/ INFORMATION TECHNOLOGY
POSITION TYPE:	REGULAR / FULL TIME
FLSA CLASSIFICATION:	EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

POSITION SUMMARY

The Network Administrator is responsible for the administration and management of the network infrastructure and the continued reliability and security of information systems for the Supervisor of Elections (SOE) computer information systems.

The Network Administrator reports to the Assistant Director, Information Technology and does not supervise any staff but may assist with the supervision of temporary workers during election events.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Associates' Degree in Computer Science, Networking Administration, Cyber Security, Information Systems, or related field.
- Minimum of four years' experience in a position working with networking equipment and electronics, with at least two years directly performing helpdesk support, server installs, upgrades, troubleshooting.
- Minimum of four years' experience in a position analyzing and resolving hardware and software issues, enhancing and securing networks, communicating quickly and effectively to end-users, management and IT staff.
- Proficiency with Windows Server products, including past work experience problem-solving with related software, cloud services, email systems, server administration, computer imaging, backups, and disaster recovery.
- Proficiency with networking equipment, including firewalls, managed switches, routers, site-to-site VPNs, VoIP, and networking protocols (TCP/IP, UDP, BGP, RIP, DNS, DHCP).
- Previous experience accomplishing projects from conception to completion with high degree of accuracy and attention to detail.
- Prior work experience in a position with rapidly changing priorities and deadlines.
- Valid driver's license and driving history that meets SOE driving standards – Successful completion of the Orange County Defensive Driving Course.

PREFERRED:

- Bachelor's Degree in Computer Science, Networking Administration, Cyber Security, Information Systems, or related field.
- CompTIA Network+ certification.
- Juniper Junos Associate (JNCIA-Junos) certification.
- Microsoft 365 Certified: Security Administrator Associate certification.
- Proficiency with Next-Generation Firewalls (NGFW) and Software-Defined WAN (SD-WAN).

POSITION FUNCTIONS AND DUTIES

- Oversee and manage the SOE network, including routing and switching using various protocols.

- Installation, configuration, administration, and maintenance of computer networks and systems, including, managed switches, routers, wireless access points, NGFW, VPNs, VMs, cloud services, and other physical hardware.
- Monitoring network traffic utilization and develop strategies to improve network performance.
- Maintain Standard Operating Procedures (SOPs) and diagrams for server, network, domain, and file storage infrastructure.
- Develops and maintains network and cybersecurity procedures, including contingencies against external threat attacks.
- Assist with election equipment tasks such as fixing devices, assisting with builds and troubleshooting networking issues at polling locations.
- Remain current on emerging technology that may benefit the SOE systems and users.
- Participate in new development, design, and enhancement of systems and networks.
- Advanced experience with Hyper-V and AWS cloud.
- Effectively communicate issues to coworkers and supervisor, collaborate on solutions.
- Work closely with Information Technology team, assisting Helpdesk Technician and Systems Administrator with projects, based on workload.
- Assist Assistant Director, Information Technology, with any special projects as directed.
- Perform other duties as assigned.

WORKING CONDITIONS

The majority of the work is performed indoors, in an air-conditioned office seated at a desk facing a computer screen. Occasionally this role will require work in the warehouse, in which some areas may have elevated temperatures with exposure to dust, dirt and noise. Requires frequent contact with management, co-workers, and other internal personnel of the SOE to provide support with systems administration tasks.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computers, laptops, tablets, iPads, scanners, modems, routers, printers, election equipment, power hand tools, hand truck, network tools, audio visual equipment, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Driving	Bending	Repetitive Wrist Motion
Pulling	Pushing	Hand-Eye Coordination
Carrying	Moderate Lifting (up to 50 lbs)	Standing
Climbing	Focus for Extending Periods	Reaching
	Sitting	Walking
	Pushing	Reading
	Grasping	Problem-Solving
	Twisting	Comprehending
		Decision Making

DISCLAIMER

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections Office is on an “at-will” basis. It may be terminated at any time, with or without cause, by either the employee or employer. It is not guaranteed, contracted, or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms, and conditions of your employment and job offers at any time.

HOW TO APPLY

Email applications to: recruiter@ocfelections.gov

Mail application to:

Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001
Orlando, FL 32856