Vacancy for the Township of Lakewood
Department of Information Technology: Network Administrator

The Township of Lakewood is seeking an on-site Network Administrator. The primary role of this employee, under supervision, is to maintain the computer systems, ensuring that they run smoothly, as well as providing technical support and advice to computer users. This position will be responsible for (but not limited to) the following:

- Monitor and enhance the integrations between software systems.
- Install and configure computer hardware and software.
- Facilitate resolutions to all user questions and issues related to various systems.
- Investigate, diagnose, and resolve computer software and hardware faults.
- Perform system monitoring, verifying the integrity and availability of all hardware, server resources, and systems.
- Responsible for relationship management of our system vendors.
- Create, change, and delete user accounts as requested.
- Evaluate technologies and make recommendations for improvement.
- Repair technical equipment and replace parts as needed.
- Plan and undertake scheduled maintenance upgrades.
- Check computer equipment for electrical safety.
- Responsible for the oversight of the following systems (but not limited to): time clock, phones, CCTV surveillance and all business software
- Perform other assigned duties as necessary and required.

Our environment consists of over a hundred users, three physical virtual machine hosts, and roughly twenty virtual machines spread across four different facilities.

We are looking for a patient, passionate, and motivated individual to join our team of dedicated professionals.The ideal candidate must strive for success in a demanding, fast-paced, and growing environment. Someone who has the ability to multitask and achieve time-sensitive deadlines. Interested candidates should also review the job specification attached

Qualifications & Requirements:

- BS in Computer Information Systems, Computer Science, or a Related Field

- At least 2 years of customer support experience.

- At least 3 years of experience managing networked environments.

- Exceptional technical skills
  - Ability to work both independently and with a team.
  - Patient, positive, and professional at all times.
  - Critical thinking and problem-solving skills.
  - Ability to multi-task and stay organized with attention to detail.
  - Outstanding verbal and written communication skills.
  - Ability to follow written procedures and verbal instructions.
  - Ability to work well under pressure and with time-sensitive deadlines.

Salary Range: $34,900 - $45,000

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan.

Cover letter and resumes may be submitted by mail or email. Emails should include "**Network Administrator**" in the subject line. Deadline for submission is **Tuesday, July 3, 2018** to the attention of :

Patricia Komsa, Director of Human Resources
Township of Lakewood
231 Third Street
Lakewood, New Jersey 08701
HR@lakewoodnj.gov

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Job Specification

NETWORK ADMINISTRATOR 1 (10107)

DEFINITION

Under direction performs professional work, which includes development, implementation, and maintenance of multinetwork, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN); maintains centralized, decentralized, and remote network services; maintains network security and data integrity; provides consultations and recommendations to infrastructure managers as required to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; may be assigned to the administration of Storage Area Networks (SANs); does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Supervises the development, implementation, and maintenance of multinetwork, multi-user environment.

Maintains availability of centralized, decentralized, and remote network services including but not limited to file service, printing, local electronic mail, Internet electronic mail, office applications, remote access, Internet web connectivity, and mainframe gateway.

Schedules and dispatches resources to track/troubleshoot/correct network related issues either logged through the help desk and/or recorded through the monitoring of the network.

Plans and installs software updates and patches to network operating systems, server-based applications, and centralized services.

Plans and installs hardware upgrades for network servers, gateways, and associated telecommunication devices.

Maintains accurate and up-to-date documentation for network hardware/software.

Plans, configures, and troubleshoots networked devices including but not limited to printers, personal computers, facsimile, modems, plotters, and scanners.

Plans, configures, and troubleshoots network client software installations and updates.

Provides guidance to infrastructure managers/technicians to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as needed.

Administers user access to network resources and adds/modifies/deletes user accounts for file/print and dial-in servers.

Administers electronic mail gateways, both internal and Internet.

Diagnoses and repairs or coordinates repair of network hardware.

Monitors performance of servers and telecommunications devices (such as hubs, switches, and routers) and takes appropriate action to tune and optimize such devices to maximize performance and throughput, and minimize downtime.

Monitors disk capacity and takes appropriate action to ensure adequate disk space is available to networked users, software applications, and attached devices.

Checks and responds appropriately to errors logged by the server and/or network devices.

Maintains accurate and up-to-date documentation (manual or through an online log file) of all errors of high severity and action taken to correct the error.

Develops, implements, and ensures adherence to system standards/procedures.

Maintains the highest levels of network security and data integrity including antivirus countermeasures.

Develops, tests, implements, and periodically updates a disaster recovery

plan for the enterprise.

Ensures that daily or weekly and incremental or full backups are performed and verified, and rotates media offsite.

Ensures that clients are able to restore files from backup and/or archive.

Provides technical support to end-users.

Maintains knowledge of network-related emerging technologies and evaluates vendor products for potential use within the agency.

Coordinates with OTIS and other government agencies to ensure optimal use of the network topology, WAN, and wiring infrastructure.

Leads the capacity planning process to ensure timely and cost effective advancement of the network.

Prepares an annual budget for the development, implementation, installation, and termination of network servers and related hardware/software/telecommunications components.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

NOTE: When assigned to the administration of SANs, positions utilizing the title in this nature will be assigned the following duties:

Takes the lead over assigned SAN technical support team and others involved in the work of the unit

Installs, configures, supports, and maintains SANs and associated components

Administers SANs, servers, and associated schedules; manages storage and related devices

Configures and administers data restore and disaster recovery

Responds to user requests for storage allocation

Prepares reports on storage administration best practices, new technologies, and recommended enhancements and configuration changes

Provides formal and informal storage administration training and mentoring

KNOWLEDGE AND ABILITIES:

Knowledge of industry standard Network Operating Systems (NOS).

Knowledge of server hardware and associated software.

Knowledge of telecommunication components used to interconnect servers to communication devices and ultimately clients (PCs).

Knowledge of countermeasures for dealing with network security and virus protection.

Knowledge of techniques to determine system capacity and cost effectiveness of system utilization.

Ability to establish goals and set priorities.

Ability to schedule and organize work activities and identify/resolve problems which arise.

Ability to interact with orders and come to consensus on various issues.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to work independently or in a team environment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.