



The Board of

Clark County Commissioners

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NOTICE OF VACANCY

Position Title: Network/Systems Administrator
Location: Clark County Offices/Municipal Courts Bldg.
Supervisor: Director of Information Systems
Salary Range: Salary Dependent upon Qualifications
Date Issued: May 29, 2020
Filing Deadline: Open Until Filled. First review of applications will begin on June 12, 2020

Interested applicants should submit a letter of interest and a resume and a completed employment application. Applications are available at the Clark County Commission Office, 5th Floor, 50 E Columbia St., Springfield, Ohio 45502 or at Springview Government Center, Personnel Office, 3130 E. Main St., Springfield, OH 45505 or online at <http://www.clarkcountyohio.gov>. Completed cover letters, applications and resumes should be emailed to hr@clarkcountyohio.gov, faxed to (937) 328-2486, mailed or delivered to Springview Government Center. Applicants needing accommodation in completing this application, please contact 937-521.2015.

Applicants not submitting the three required documents will not be considered.

General Responsibilities:

Under the direction of the IS Director, provides server, infrastructure, and client support for all County information systems. Act as departmental representative and liaison.

Essential Duties:

Systems Support

- Identifies and documents specific systems requirements, needs, and wants.
- Ensures system compliance to County standards and policies.
- Provides internal support to departmental users.
- Acts as interface between system provider(s) and County.

Communication

- Acts as liaison between IS Department and other departments.
- Prepares written documentation and reports as needed.

Jennifer M. Hutchinson, County Administrator
Megan Lokai, Clerk to the Board
Emily Heitzman, Deputy Clerk
Jodi Lucas, Budget Analyst
www.clarkcountyohio.gov

Infrastructure Support

- Documents the technical environment.
- Trains staff/users on the use of technology.
- Maintains and updates infrastructure standards, policies and procedures.
- Coordinates infrastructure installation and maintenance with departments, agencies and authorities.
- Manage the capacity and performance of the network and pursues appropriate actions.
- Responds to user support work orders and requests as assigned.
- Manage Countywide Active Directory.
- Manage Countywide Security infrastructure.
- Manage Countywide Backup solution.
- Develop, execute and manage IT projects as directed.

Hardware and Software

- Acquires, installs and supports infrastructure hardware.
- Acquires/installs infrastructure and LAN software, including e-mail, common desktop systems and technology.
- Troubleshoots user and infrastructure hardware and software problems as assigned.

Requirements:

- A Bachelor Degree in an appropriate discipline or combination of nine years of education and related experience.
- A minimum of six years of experience in technology networking and analysis.
- Excellent interpersonal, communications, technical writing, and customer service skills.
- Ability to lift 40 lbs.
- Ability to quickly learn new systems/applications.
- Experience in installing infrastructure and LAN software, including e-mail, common desktop systems and technology.
- Possession of a valid Motor Vehicle Operator's License.

Preferred Experience and Education:

- Local, state and/or federal governmental work experience.
- One or more current industry certifications: MCSA, CCNA, CCDA, CompTIA Security+ or higher.
- Experience administrating Cisco CUCM and/or other VoIP systems.
- Experience installing and administrating Windows 7/8/10/2008/2012/2016 based operating systems/applications.
- Experience configuring and administrating Cisco infrastructure hardware and Cisco IOS software.
- Experience installing and administrating virtual environments (hypervisors, SANs, iSCSI).
- Hyland OnBase Systems Administration.
- Advanced college degree in engineering, information technology or related area.

Clark County is an Equal Opportunity/ADA Compliance Employer, M/F V/H
Clark County does not discriminate on the basis of race, color, national origin, ancestry, sex,
genetic information, sexual orientation, religion, age, disability or military status.