

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

JOB OPENING

OPENS: 08/09/2017

CLOSES: 08/23/2017

TITLE: **SYSTEMS/NETWORK ADMINISTRATOR**
SALARY RANGE: \$71,000 - \$100,000 Annually
DEPARTMENT: IT

DUTIES/RESPONSIBILITIES:

The Systems/Network Administrator is expected to have hardware, operating system and networking knowledge. This is a technical position that is responsible for implementation and maintenance of specific technical solutions, through individual or staff direction. This position works independently on large-scale and/or complex network projects, as well as other projects, as assigned.

Duties include, but are not limited to:

- System and network configurations, upgrades, deployment, problem resolution, performance monitoring and administration of network server hardware, storage, and operating systems, applications and communications links
- Network and systems analysis, training and providing procurement support and problem resolution for all IT infrastructure and network services
- Monitoring changes and developments of the computer network and systems field by attending seminars, conferences and lectures, and by reviewing professional literature; evaluating the application to County Connection activities and recommending implementation
- Maintaining the backup and disaster recovery systems
- Administering daily LAN/WAN operations and performance, adjusting and upgrading LAN/WAN hardware, software, applications and storage to maintain performance requirements
- Developing and documenting internal IT policies and procedures related to change control, network access, usage and security
- Performing active directory, DHCP and DNS management and configuration

**This position, on occasion, may work evenings, nights, and/or weekends*

REQUIREMENTS:

- MCSE 2008/2012 and CCNA+ certification OR equivalent combination of education and experience

TO APPLY:

Download and complete the application [here](#) or go to <https://countyconnection.com/about/jobs/> and click on the Administration application under Applications by Department. Attach cover letter and resume and submit to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520. You may also apply in person Monday - Friday 8:00 AM - 5:00 PM.

*Internal candidates must complete an internal application available at the front desk and have a minimum of six (6) months in their current position.

County Connection is an Equal Opportunity Employer and Drug Free Workplace