JOB OPENING

OPENS: 6/5/2019   CLOSES: 6/12/2019

TITLE: **SYSTEMS/NETWORK ADMINISTRATOR**
SALARY RANGE: $73,672 - $144,200 Annually
DEPARTMENT: IT

DUTIES/RESPONSIBILITIES:
The Systems/Network Administrator is responsible for efficiently managing and administering County Connections' IT systems and network. This position is expected to have hardware, operating system and networking knowledge and works independently on large-scale and/or complex projects.

Duties include, but are not limited to:
- Network topologies, protocols, security, network system management, and interconnectivity requirements for internal/external information transmission
- Windows 2012/2016 server and network administration and optimization
- CISCO routers and switches configuration
- Cloud computing principles and practices
- System and network configurations, upgrades, deployment, problem resolution, performance monitoring and administration of network server hardware, storage, and operating systems, applications and communications links
- 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

SKILLS & ABILITIES:
- Project management, including scheduling, developing critical paths, tracking, contingency planning, resource allocation, and team leadership
- Developing long-range systems and network strategies
- Preparing clear, concise and accurate program documentation and user procedures

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

TO APPLY:
Download and complete the application at https://countyconnection.com/jobs/. Attach cover letter and resume and submit to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520. You may also email your application and attachments to smuhlestein@cccta.org or 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