
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: **NETWORK ADMINISTRATOR**
This position is open to County Employees and the General Public.

POSITION NO: 210
STARTING SALARY: \$41,889 - \$46,849

DEPARTMENT: **CIRCUIT/COUNTY CLERK (210)**

PRIMARY RESPONSIBILITY / FUNCTION: To develop and maintain a computer network utilized by the Circuit County Clerk's Office and Circuit Courts through the installation, maintenance, and support of network hardware, servers, PC's, software, and peripherals.

DUTIES AND RESPONSIBILITIES:

- Configures, monitors, and troubleshoots network hardware for the Circuit/County Clerk and Circuit Court across four locations.
- Monitors network performance ensuring effective connectivity and security; performs routine maintenance on network servers as necessary; trouble shoots network performance problems.
- Installs network hardware updates and patches to ensure network security.
- Monitors and maintains network security at domain and user levels.
- Makes recommendations for purchase of network equipment and software.
- Configures, monitors, and troubleshoots wireless network hardware for the Circuit/County Clerk and Circuit Court across two locations.
- Configures, installs, maintains, and repairs approximately 310 PC's used by 270 Circuit/County Clerk and Circuit Court employees across four locations.
- Makes recommendations regarding desktop hardware and software allocation for Circuit/County Clerk.
- Makes recommendations regarding desktop hardware and software acquisition for Circuit/County Clerk and Circuit Court.
- Provides desktop support for approximately 310 PC's used by 270 Circuit/County Clerk and Circuit Court employees across four locations, in-person, by telephone, and by remote connection.
- Configures, installs, maintains, and repairs peripherals, including printers and scanners for Circuit/County Clerk and Circuit Court.
- Installs, configures, and updates software packages for Circuit/County Clerk and Circuit Court.
- Installs and directs installation of PC operating system and software updates and patches.
- Configures, monitors, and troubleshoots network hardware for the Circuit/County Clerk and Circuit Court across four locations.
- Installs network hardware updates and patches to ensure network security.
- Installs server hardware and software updates and patches to ensure functionality and security.
- Develops and maintains relationships with technical staff of vendors and other agencies in support of software and hardware resources provided by or shared with those vendors and agencies.
- Maintains server, desktop, and network infrastructure at Circuit/County Clerk Disaster Recovery Center.
- Maintains service agreements and contracts for Circuit/County Clerk and Circuit Court hardware and software.
- Remains current in changing technology through communication with vendors, research in trade journals, and attendance at relevant industry seminars.
- Maintain Circuit County Clerk website.
- Sets up temporary PC banks for use during major elections.
- Performs other duties as required.
- Configures, monitors, and troubleshoots server hardware and software for the Circuit/County Clerk and Circuit Court across two locations.
- Perform any other related duties as required or assigned.

WORKING CONDITIONS:

Work is performed in various smoking restricted office environment. Occasional travel to a Pulaski County Circuit Court location other than the Pulaski County Courthouse is required. Work will sometimes result in exposure to a dusty or dirty environment. May be required to remain on-call as necessary.

MINIMUM QUALIFICATIONS:

Completion of college level coursework in Information Technology, Computer Science or related field; **considerable experience** with the maintenance and operation of networked computer systems and PC installation and support or related areas; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Must possess or be able to immediately obtain a valid Arkansas Driver's License.
Satisfactory completion of a traffic offense check and a criminal background examination.

OPEN DATE: 07-12-18

CLOSE DATE: 07-18-18 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

