
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: 388

STARTING SALARY: \$41,889 - \$49,055

DEPARTMENT: SHERIFF / DETENTION (2400)

PRIMARY RESPONSIBILITY / FUNCTION: Responsible for the installation, maintenance, and administration of a network computer system and maintenance of security control for email and internet access for Pulaski County Sheriff's Department.

DUTIES AND RESPONSIBILITIES:

- Installs, maintains, and supports hardware / software related to network infrastructure.
- Administers email system for the Sheriff's Department; sets up new user accounts; maintains email accounts ensuring security and removes accounts as authorized.
- Installs, maintains, and supports Internet and firewall security software to control system access and maintain security to Internet and email systems.
- Monitors network performance ensuring effective connectivity and security; performs routine maintenance on network servers; troubleshoots network performance problems.
- Installs, supports, and maintains antivirus programs and other software to ensure system security; diagnose problems and take corrective actions as necessary.
- Monitors and maintains data security relative to internal and external network connections.
- Administers network system upgrades and updates as needed.
- Administers daily system back-ups which include offsite storage, data recovery / restoring, data integrity, and other data protection duties relating to back-up and recovery functions.
- Remains on-call as needed to provide user support.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Analyzes network performance and capabilities making recommendations for hardware / software changes to maximize network efficiency.
- Maintains the Sheriff's Department website; updates web pages as needed.
- Provides user support for network disruptions and other conductivity issues as required.
- Provides user training as to policies and procedures governing network use.
- Communicates with vendors of network maintenance products to obtain assistance with support needs.
- Performs other related duties as required.

WORKING CONDITIONS:

Work is performed in various smoking restricted office environments throughout the Sheriff's Department. Some tasks must be performed within the Detention Facility. May be required to remain on-call as necessary.

MINIMUM QUALIFICATIONS:

Completion of college level or business school coursework in Computer Science, Information Systems, or a related field; considerable experience with the maintenance, operation, and support of a networked computer system or a related area; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Employment contingent upon satisfactory results of a criminal background investigation, traffic offense check, sexual offender check, and child and adult maltreatment checks.

PREFER: Completion of a college degree in Computer Science or Information Systems.

OPEN DATE: 07-12-2019

CLOSE DATE: 07-18-2019 (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.

12 July 2019

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