



**Winnebago County**  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Network Administrator

**LOCATION:** Information Technology

**HIRING RANGE:** \$84,107 - \$93,452/Yr.

**STATUS:** Full Time

**HOURS PER WEEK:** 40

**WORK HOURS:** 8 am – 4:30 pm

**APPLICATION DEADLINE:** Ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

---

## **WINNEBAGO COUNTY POSITION DESCRIPTION** *October 2024*

**POSITION TITLE:** Network Administrator

**DEPARTMENT:** Information Technology

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Leads in the design, technical support and administration of the County PC network involving PC's, servers and related network equipment with the objective of maintaining a high level of system security, dependability and efficiency.

### **ESSENTIAL FUNCTIONS:**

1. Provides significant direction and input in decisions related to the standards set for both hardware and software selections for the entire County network.

2. Ensures the County PC network is operating dependably and efficiently by overseeing ongoing maintenance of core, critical components.
3. Ensures the strengths and weaknesses of new projects are carefully and effectively evaluated and that sound system design and purchasing recommendations are developed.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Ensures user and department staff requests and complaints are addressed in a considerate and timely manner.
2. Ensures project subcontractors comply with contract specifications and that they perform in accordance with acceptable industry/construction standards.
3. Ensures projects are completed on a timely basis and in a cost-effective manner.
4. Identifies networking solutions in response to user needs, designs systems and network modifications and develop cost estimates.
5. Installs system and network upgrades involving both hardware and software.
6. Troubleshoots network operating problems and recommends solutions.
7. Performs preventative maintenance on network components and arranges for subcontracted maintenance services.
8. Serves as a project manager for installation projects: develops specifications, solicits and evaluates proposals, oversees subcontractors, coordinates related internal staff services, and maintains communications with and provides progress reports for users.
9. Prepares project budgets and operating budgets and maintains related records.
10. Prepares and maintains system documentation.
11. Trains staff and users in equipment and system operations.
12. Participates in on-call rotation during off work hours.
13. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Technical Support Supervisor.
2. Works with entire Information Technology staff, other departments, vendors and suppliers to complete duties.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. Bachelor's degree from an accredited institution of higher learning, preferably in Computer Science, Information Systems, or a related field.
2. A minimum of five years' work experience including considerable knowledge of PC systems and integration.
3. A combination of education and experience that provides the skills necessary to perform the job may be substituted for the education or experience requirement.
4. Ability to pass a strict background check and fingerprinting for security compliance.
5. Possession of a valid Wisconsin Driver's License and maintenance of insurance levels in accordance with County standards.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Microsoft certification and Project Management experience preferred.
2. Working knowledge of fiber optic networking preferred.

3. Ability to establish and maintain effective working relationships with all departmental personnel and users and vendor personnel.
4. Ability to work independently or as a member of a team, and to initiate and complete projects with limited supervision.
5. Ability to prioritize work and to complete assignments on schedule.
6. Ability to read and understand technical literature.
7. Considerable ability to communicate effectively in written and oral form and to translate technical terminology into layman's terms and to effectively train others.
8. Ability to maintain accurate records of expenditures and progress notes.
9. Considerable ability to analyze hardware and software problems and to develop effective solutions.

**PHYSICAL REQUIREMENTS:**

1. Ability to lift computer hardware as required for installation (not to exceed 50 pounds).
2. Ability to communicate for long periods of time on the phone while troubleshooting user problems.
3. Ability to function in situations encountered in a normal office environment in a professional and businesslike manner.
4. Ability to work under pressure and maintain a consistent professional demeanor.
5. Ability to travel to other County departments and to a variety of equipment rooms and to occasionally work in spaces that are somewhat confined.
6. Ability to occasionally work mixed schedules that involve weekends and hours outside of office business hours.
7. Ability to respond to emergencies outside of normal business hours.