

**Job Title:** Network Administrator  
**Location:** Guernsey County

627 Wheeling Ave  
Cambridge, OH 43725  
Suite 300 | 740.439.6295

### **Job Description**

As a Network Administrator at Guernsey County, you will play a vital role in maintaining the networks and systems that support our operations. Your responsibilities will include ensuring robust security, supervising network updates, and training users. We are looking for an individual with a strong aptitude for technology and a commitment to learning, as well as the foundational skills to help keep our organization connected and running smoothly.

### **Objectives of this Role**

- Assist in network design, implementation, and maintenance.
- Provide comprehensive network and technical support across all operating systems and software.
- Ensure stable and consistent connectivity for all network users.
- Develop, implement, and monitor disaster recovery procedures.

### **Responsibilities**

- Maintain network servers and associated hardware, software, services, and settings.
- Recommend, test, and implement system and security upgrades.
- Monitor and troubleshoot network stability and performance proactively.
- Manage user settings and permissions within the network.
- Create and maintain technical documentation for network systems and applications.
- Provide technical support to county employees related to organizational systems.
- Note: This list of responsibilities is not exhaustive and may evolve based on organizational needs.

### **Required Skills and Qualifications**

- Strong communication skills for effectively training and assisting users.
- A genuine interest in technology and a willingness to learn and grow in the field.

### **Education and Experience**

- High school diploma or equivalent required.
- Related experience preferred.
- On-the-job training offered.
- Must possess and maintain a valid driver's license.
- Ability to pass a drug screening and background check.

### **Physical Requirements**

- Prolonged periods standing and walking.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

### **Preferred Skills and Qualifications**

- Experience in a network administration role is a plus but not required.
- Basic understanding of networking concepts and computing infrastructures.
- Familiarity with Microsoft Windows Server environments is advantageous.
- Experience with networking equipment, such as SonicWall, Netgear, and Cisco, is a plus.
- Professional certification (e.g., CISSP, CCNA, or CCNP) is a plus but not necessary for applicants who demonstrate strong potential.