NOTICE OF VACANCY

Stark County Job & Family Services

<u>Network Administrator</u>

<u>SUMMARY</u>

The Network Administrator is responsible for the performance, integrity, and security of the agency programming, software development and technology needs. Additional responsibilities include planning, troubleshooting, server processes, and ensuring all standards are maintained.

<u>ESSENTIAL FUNCTIONS AND RESPONSIBILITIES</u> <u>(The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.</u>

Write new computer programs and develop expansion(s) for existing systems using various computer languages (database applications using MYSQL) based on specific divisional needs (HTML, CSS, and JavaScript, Web Development, PHP, Python).

Maintain, test, debug and modify programs and hardware. Make approved changes by developing detailed programming logic and coding changes.

Knowledge of State systems (SACWIS, Ohio Benefits, etc.).

Analyze various data or computer difficulties, decide and implement the best strategic approach to individual situations.

Collects and/or assists in collecting, analyzing and interpreting data to determine computerization and automation needs by division.

Develops programs for client tracking systems and other non-state support systems.

Write and maintain programming documentation. Develop training materials, help files and procedures for users in management. Document programming problems and resolutions for future reference.

Train users in the proper use of in-house developed applications, hardware and software. Analyze client/server based software solutions compatibility with agency requirements.

Prepares reports and summaries to determine accuracy of data, makes necessary changes.

Conducts meetings with staff to gather program specifications and department specific procedures.

A working understanding of the State security requirements and network infrastructure (servers, switches, and wiring layout).

Performs daily mainframe scrapes of State systems to update customer databases to ensure accurate autofill process with up-to-date employee caseload information. Update database which mirrors the mainframe caseload structure for State systems.

Troubleshoot all software and hardware malfunctions (scanners, signature pads, label printers, bar-coding, file transfer process, day-to-day user problems. and etc.)

Provide support of system processes that execute on all servers, server startup procedures as well as file server system structure.

Knowledge of all application installations and ability to modify scripts.

Oversees all State network equipment – routers, switches, firewalls, UPSs and servers.

Provide support of State security requirements (Active Directory, IDAM) and network infrastructure (servers, switches, and wiring layout) and of all current and future agency systems (ID badge, security cameras, door access, Equitrac print services, conference room video equipment, phone systems, Rightfax services, iRecord, and document management).

Understanding of State TSSP and SLA agreements.

Responsible for maintaining an accurate and up-to-date IT equipment inventory.

Maintains network wiring including running new or moving existing data and phone drops, managing network patch panels, and documenting all changes in Visio and Excel documents.

Supports the IT Helpdesk, equipment moves, and all other general IT related technologies as needed.

Manages projects including coordinating timetables, assigning tasks and balancing workloads.

5% other I.T. related duties

SUPERVISORY RESPONSIBILITIES:
No supervisory responsibilities.

QUALIFICATION REQUIREMENTS:
To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE:
Associates degree in computer programming, computer science or related field, with two years related experience and/or training; or equivalent combination of education and experience. Bachelor's degree preferred.

CERTIFICATES OR LICENSES:
Valid Driver's License to access work site and other work-related locations as well as ability to maintain insurability in accordance with ORC 4509.51 at all times.

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:
The following are examples only of office equipment routinely used and are not intended to be all inclusive: Computer, printer, copy machine, fax machine, telephone, tablet and other general office equipment.

A working understanding of the State Security Requirements and network infrastructure (servers, switches, and wiring layout). Test, debug and troubleshoot OnBase (document imaging) issues which include: hardware, servers, scanners, printers, label printers, signature pads, etc.

Knowledge in a variety of programming languages. Database management skills and mastery of preferred coding language.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED