

# BARRY BAKER

## CLERK OF THE CIRCUIT COURT AND COMPTROLLER

Suwannee County, Florida

## Job Description Network Administrator

Suwannee County Clerk of Circuit Court

Job Opening: Network Administrator

Contact: Victoria Schnepf, IT Director

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Please fill out the Clerk's Office application located on the [www.suwgov.org/employment](http://www.suwgov.org/employment) page. Include resume and any other information pertinent to position.

### JOB SUMMARY

The Technology Services Department plans, assembles, and maintains the information systems needed to support the duties of the Clerk of the Court, Property Appraiser, and the Sheriff's Office in a timely, efficient manner by ensuring that each computer system and software application fulfills present and future needs. The Network Administrator position is a full-time, non-supervisory position reporting to the Director of Technology Services.

### MINIMUM QUALIFICATIONS

- B.A./B.S. in cybersecurity or related technical field; years of relevant work experience may be substituted
- Three years of recent and relevant experience
- Certification in one or more of the following preferred: Security+, CEH, CISM, CISSP, GSEC, CCNA Security

### ESSENTIAL FUNCTIONS

It is understood that every incidental duty connected with operations listed in the job description is not always specifically described, and that employees, at the discretion of management, may be required to perform duties not within their job descriptions. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Monitor computer network for security issues
- Configure and maintain security hardware and software such as firewalls, antivirus programs, and operating system updates
- Investigate security breaches and other cyber security incidents
- Stay current on security trends and security standards



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- Review system and network logs for issues and vulnerabilities
- Perform risk assessment and take corrective action to reduce risk or eliminate vulnerability
- Develop and maintain strategies for endpoint and mobile device protection
- Research security enhancements and make recommendations to Technology Services.
- Assist Technology Services with creation and regular updating of security policies
- Train employees to understand security and implement the right strategies
- Assist Technology Services with other related duties as assigned
- Provide excellent customer service to all in person, in email and over the phone is approachable, helpful and personable; and answers questions knowledgeably and with patience
- Provide application support network, and systems problem solving
- Regular and reliable attendance is an essential function of this job

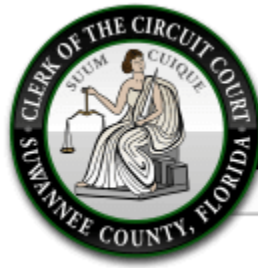
### ESSENTIAL MENTAL AND PHYSICAL FUNCTIONS

The essential mental and physical functions listed below are required in order for an employee to be able to perform the essential functions of this position.

- Thinking critically; defined as reading, understanding, and taking appropriate action on detailed and complex information
- Sitting for prolonged periods of time
- Repetitive actions/motion of one or both hands
- Hearing ordinary conversation and office sounds
- Verbal communication in person and on the phone
- Written communication by hand and on PC
- Lifting up to 50 lbs

### ADAAA COMPLIANCE

The Suwannee County Clerk of the Circuit Court is an Equal Opportunity Employer. In compliance with the ADAAA, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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#### WORKING CONDITIONS

Work is conducted primarily in an office environment. This position frequently requires working within strict deadlines, under stressful conditions and with a variety of personalities, that may at times be emotional.