Job Title:	Network Administrator
Department:	Information Technology
Classification:	9
Reports to:	Information Technology Director
Supervises:	No
Normal Business Hours:	Monday – Friday, 8:00 AM – 4:30 PM
Telecommute:	Supervisory Discretion
Union:	No
FTE Status:	1.0 Full Time Equivalent
Last Reviewed:	07/2025

Nature of Work:

This position is responsible for planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links for the county's LAN/WAN/WLAN. The incumbent will be responsible for configuring, maintaining, supporting, and optimizing telephone systems and services, voicemail, and PBX communication systems. This position will provide technical and analytical support for all supported technology.

Communicates with:

Internally – All staff.
Externally – Vendors, government agencies, and public.

Supervision:

N/A

Essential Work Functions:

- Administers, manages, and troubleshoots various equipment (including installation), systems and applications including routers, switches, VPN, and UPSs.
- Manages network addressing schemes and documentation.
- Ensure network connectivity to all computing devices.
- Manage security solutions, including firewall, anti-virus, intrusion detection systems, and other security systems in place.
- Create and maintain systems and network documentation clearly and concisely.
- Analyze, monitor and test network performance and provide network performance statistics and reports.
- Responds to threats and vulnerabilities that relate to the enterprise's systems, network, and perform remediation actions.
- Responds and investigates outages, communicates timelines and findings with team members, implements or coordinates solutions.
- Alert management to emerging trends in incidents.
- Conducts threat hunting using firewalls, anti-virus, and intrusion detection systems and logs.
- Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts.
- Perform network design, capacity planning, and recommendations for solutions including hardware and software.

- Develop, implement, and maintain policies, procedures and associated training plans for network resource administration, appropriate use, and disaster recovery.
- Collaborate with appropriate staff or vendors to implement secure infrastructure design.
- Support and actively work towards upholding the county's security goals.
- Provide helpdesk and support services for escalated issues.

Other Work Functions
- Performs related work as required.

<u>Minimum Qualifications of Education and Experience:</u>
- Requires two years of formal training in tech or associate's degree; and
- Three (3) years of experience in network administration required; and
- Obtain and maintain CompTIA Network+ certification
- Ability to pass all position required background(s) and testing(s).

<u>Knowledge, Skills, and Abilities Required:</u>
- Valid MN Driver's License
- Strong understanding of the organization's goals and objectives.
- Experience working with M365.
- Hands-on knowledge of firewalls, intrusion detection systems, anti-virus software, data encryption, virtual private network systems, and other industry-standard techniques and practices.
- Ability to operate network analyzers, scanners, and testers.
- Strong written, interpersonal, and oral communication skills for a variety of technical and non-technical audiences.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to work extended evening and weekend hours as needed.
- In-depth technical knowledge of networking, servers, cloud computing, and operating systems.
- Strong knowledge of TCP/IP and network administration/protocols.
- Knowledge of applicable practices and laws relating to data privacy and protection.
- High level of analytical and problem-solving abilities.
- Ability to research IT security issues, complex and specialized application solutions as required.
- Ability to follow data practices requirements regarding confidentiality and privacy.
- Ability to present ideas in a business-friendly and user-friendly language.

Preferred Skills:
- Experience with Extreme Network Solutions
- Experience with virtual environments using VMware or Hyper-V
- Experience with Microsoft M365 Security products; ex: Defender, Purview, Intune
- Experience with Cisco Unity or Microsoft Teams Phone

<u>Persons with disabilities:</u>
The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)	X			
Challenging or threatening behaviors	X			
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____