

Shenandoah County

Communications Network Administrator

Job Summary

The Communications Network Administrator is responsible for installing or upgrading components, setting up software and hardware, assisting with network administration and security, and resolving all IT support issues. This position is responsible for managing the daily operations of our computer networks. Assists the CAD/RMS (Computer Aided Dispatch/Records Management Systems) Administrator for the Shenandoah County Public Safety Network and performs related work as required with our evolving field relating to NextGen911. Work is performed under the general supervision of the Director of Emergency Communications. All applicants must agree to submit to a criminal background check. Please see the link below to complete the form.

Essential Job Functions

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.

- Coordinates system wide computer network problems, installs hardware, system software and peripheral components such as monitors, keyboards and printers.
- Manages and maintains physical secure access systems with evidentiary continuity.
- Assists with the evaluation of equipment needs and assists with the coordination, design, purchase, installation, and maintenance of equipment.
- Oversees digital security ensuring security and privacy of networks and computer systems.

- Installs, configures, maintains, and troubleshoots both local and wide area network hardware and software, such as routers and switches, Wireless, ASA firewalls, VPN, network interface cards, PCs, and databases.
- Collects and analyzes data to optimize performance of related hardware, software, and network performance.
- Assists with the development of Emergency Communications Center (ECC) and other Public Safety Agencies' rules, regulations, and standards as it relates to network infrastructure.
- Performs Network administration, maintenance, and troubleshooting for private, internet, and mobile networks; troubleshoots and resolves problems reported by users, including but not limited to: 911 network failures, CAD interfaces, telephone line issues, mobile network issues, and/or computer systems problems.
- Develops and maintains Azure Hybrid Authentication Services and Identity Management
- Manages complex interconnected network interfaces to outside agencies and services.
- Implements, administers, and troubleshoots network infrastructure devices.
- Operates UNIX software system and Microsoft Operating Systems Software; competent with VMware and virtual environments.
- Establishes and maintains network users, user environment, directories, and security.
- Performs system maintenance; oversees installation of new equipment.
- Provides training and orientation to users.

Education and Experience

Requires an advanced degree in Information Technology or related field, considerable experience in public safety telecommunications, or equivalent combination of education and experience.

Licenses or Certifications

Possession of Virginia Criminal Investigation Network (VCIN) / National Criminal Investigation Network (NCIC) certifications. Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Azure, CompTIA, or similar certification is preferred.

Special Requirements

Ability to work varying shifts and schedules as needed.

The annual starting pay range for this FLSA non-exempt position is **\$61,909.54 - 71,195.98**, commensurate with qualifications, experience, and internal equity. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available at www.shenandoahcountyva.us/administration/employment/, or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Qualified applicants should submit a complete application, cover letter, and resume in person or by mail to the attention of Shenandoah County Human Resources, 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Applications may also be submitted electronically to jobs@shenandoahcountyva.us.

The position is open until filled with a first review date of **August 27, 2024**

To view a complete job description, please [Click Here](#)

To complete an Application, please [Click Here](#)

To complete the Criminal Background Check form, please [Click Here](#)

Shenandoah County is an Equal Opportunity Employer