

The Montgomery County Information Services Office is seeking a full time Assistant Network Admin. Interested applicants should send Resume', Transcript, Copy of Certificates, Letters of Recommendation and Inquiries to:

Montgomery County – Attn: Curtis Watkins

ISEmployment@montgomerycountyil.gov

Applications must be received by December 16, 2022. The successful candidate must also pass a criminal background check and drug test.

Description: Assistant Network Admin

Starting Salary: based on experience and expertise (including benefits)

- Provide technical support, to end user's hardware, network and software packages
- Install, maintain, and troubleshoot network connectivity Including: wiring, switches, routers, firewalls, and VPN
- Install, maintain, and troubleshoot hardware including: computers, servers, printers, scanners, UPS, and other peripherals
- Install, maintain, and troubleshoot software including: client applications, network applications, client operating systems, imaging, server operating systems, user maintenance.
- Install, maintain, and troubleshoot telephone system: including telco wiring, faxing, VOIP
- Implement, maintain, and verify data backups and configurations.
- Assist in the planning, design and documentation of information systems and infrastructure.
- Other duties as assigned by supervisor

Requirements:

- Associates Degree in IT or equivalent work experience
- Knowledge of PC hardware, software and networking
- Demonstrate a willingness and ability to work with a variety of people and personalities
- Strong communication skills both written and verbal
- Self-motivated, analytical, creative, disciplined and organized
- Ability and desire to take initiative and work both independently and as part of a team
- Ability to learn new processes and technologies quickly
- General knowledge of MS Active Directory environment
- General knowledge of Linux server environment
- Physical ability to lift and move computers and printers.
- Experience with VOIP and Telco experience a plus
- Experience with network firewalls and switches a plus
- Experience with web pages and HTML a plus
- To be considered for this position, candidates must pass criminal background and drug test