Delaware County Government

Job Role:	Network Systems Administrator
Department:	IT-Department
Job Status:	Full-Time
Classification:	Non-Exempt
Work Schedule:	Monday- Friday, {8:00am - 4:00pm}- up to 40 hours per week

To Commence New Role:	January 1st, 2026
Base Compensation:	$85,000/year

Job Role Description:

Installs, configures, maintains, and monitors all counties servers utilizing VMware, iron servers and related hardware and software. Ensures their availability, performance, and security. System monitoring resolving hardware/software issues, managing user accounts. Manages all backups to multiple sites including 3rd level of backup to tape. Does test restores from the backups and provides user recovery of deleted documents. PC and Laptop install and maintenance as required. Manages the counties network domain and server infrastructure, focusing on user accounts, security policies, and access to network resources, particularly through Microsoft Active Directory. Reviews and analyze security logs to detect suspicious activity and ensure compliance with security protocols. Implements and manage firewalls and antivirus software to defend against external threats.

Essential Duties and Responsibilities:

- Reports directly to the IT Supervisor
- Administer and maintain network infrastructure including switches, routers, firewalls, and wireless access points
- Manage and monitor Windows and/or other software servers, including installation, configuration, patching, and monitoring
- Configure and maintain Active Directory, DNS, DHCP, and Group Policy
- Ensure network and system security through firewalls, antivirus software, and access controls
- Monitor system performance and troubleshoot hardware, software, and connectivity issues
- Support virtualization platforms and cloud services
- Implement and manage backup and disaster recovery solutions
- Maintain documentation of network architecture, system configurations, and procedures
- Collaborate with IT support staff to resolve escalated technical issues
- Stay current with emerging technologies and recommend improvements to infrastructure

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Working Conditions:

- May be required to set in excess of 40 hours a week.
- May be required to attend evening meetings for video production tasks.
- May be required to drive a vehicle, and possibly travel overnight to attend conferences or training.
- Job duties are performed in an office condition around 99% of the time
- May require occasional evening or weekend support during system upgrades or outages
- On-call rotation may be required
- May require occasional after-hours work for maintenance or emergency support
- May require occasional after-hours support or on-call availability
- Any other duties as assigned by the IT Supervisor