

JOB ANNOUNCEMENT
Edgecombe County Government
Network Administrator
Posted Internal, ESC, County Website

Edgecombe County Government is seeking a qualified applicant for a Network Administrator.

The position performs difficult skilled technical work installing and maintaining county networks and computers, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Information Technology.

Knowledge, Skills and Abilities

Comprehensive knowledge of machine diagrams, policy and procedure manuals, anti-virus packages and file transmittal protocol; thorough knowledge of architectural drawings, geographical maps and mechanical diagrams; general knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of departmental organization and functions and general administrative policies and practices; comprehensive skill in operating copying media, completing timesheets and travel and expense reports; general knowledge of composing e-mails and operating networking and cabling tools, servers, switches, routers and laptops; general skill in operating personal computer equipment and related office software; general skill in operating standard accounting software; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type at a reasonable rate of speed ; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to make arithmetic computations using whole numbers fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to understand accounting documents and forms for accuracy and completeness; ability to complete sub-netting; ability to communicate effectively both orally and in written form; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree and considerable experience working in network and systems' administration, or equivalent combination of education and experience.

Salary: \$35,755

Closing Date: until position if filled

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at www.edgecombecountync.gov/ or applications available at the County Manager's Office, 201 St. Andrews Street, Tarboro, NC 27886. Send application to: Edgecombe County Manager, Attention: Clancie Pullen, Human Resources Director, P. O. Box 10, Tarboro, NC 27886.

Edgecombe County Government is an Equal Opportunity/Affirmative Action Entity and complies with the requirements of the Americans with Disabilities Act. Drug, E-Verify & Criminal background screenings required.