HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Network Administrator

Job Code: U8765
Pay Grade: UJ
Pay Scale: $105,397.92-$192,563.50 Annually
Exempt: Yes

OVERVIEW

As part of the Infrastructure Network team, ensure network communications are always secure, reliable, and stable and access to external resources and connectivity to external entities are maintained to facilitate 24/7-365 agency operations.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Ensure day-to-day operation and high availability of Wide Area Networks (WANs) that span two data centers and remote sites.
- Configure, maintain, and troubleshoot Cisco LAN, WAN and wireless networks and technologies including, but not limited to Cisco WLC, and Cisco Catalyst (IOS) and Nexus Series platforms.
- Design the network systems including local area networks (LAN), wide area network (WAN), Intranet and Internet connections that meet the agency business and security requirements.
- Support network hardware including configuration updates, software testing, and lifecycle refresh.
- Work alongside other Information Services Division (ISD) teams to troubleshoot server, client, or application connectivity and performance problems.
- Work with Infrastructure Network team members to implement, optimize, monitor, and troubleshoot network connectivity and traffic flow utilizing network management and monitoring tools.
- Secure the network system by enforcing policies and defining and monitoring access.
- Maintain network configuration documentation and facilitate changes in documentation and network monitoring as devices are added and retired from the network.
- Analyze agency requirements to develop technology road maps that point to solutions and their frameworks.
- Perform network modeling, analysis, planning, and budgeting.
- Plan the installation and implementation of network systems including project timelines, migration, and test plans.
- Identify and upgrade the existing network components including the methodology used to monitor the existing networking environment to achieve network optimization.
- Research new technology to determine what would be best for the agency in the future.
- Audit and document the network infrastructure to ensure adherence to Sheriff's Office/CJIS standards.
- Work a ticket queue to ensure issues are being resolved in a timely fashion.
- Provide mentorship to junior Infrastructure Network team members.
- Participate in a rotating on-call schedule.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- An in-depth and up-to-date knowledge of system network design and management.
- Strong system knowledge in open system interconnection layer, Wi-Fi, IPSec, EIGRP, DNS/ DHCP and firewall security.
- Knowledge of software-defined networks (e.g., VMware)
- Ability to work with CISCO Network Systems, DNS appliances and enterprise firewall solutions.
- Ability to monitor and manage the network using SNMP protocol, network management and monitoring tools (e.g., WireShark, NetScout, Network Performance Monitor).
- Ability to provide technical expertise to others for root cause analysis.
- Ability to communicate effectively, both orally and in writing.
- Ability to trouble network connectivity and performance related issues.

SKILLS

- Cisco Technologies
- Network Connectivity
- Cisco Network Administration
- Cisco Networking Infrastructure
- Cisco Networking Technologies

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Seven years of paid experience in planning, designing, maintaining, and troubleshooting system networks in an enterprise environment with demonstrated hands-on experience with the following technologies or equivalents: Cisco Routing, Switching, VPN, ISE, Cisco WLAN and Firewall configuration and administration.

OR

- An associate degree from an accredited institution of higher education in a technical field.
- Six years of paid experience in planning, designing, maintaining, and troubleshooting system networks in an enterprise environment with demonstrated hands-on experience with the following technologies or equivalents: Cisco Routing, Switching, VPN, ISE, Cisco WLAN and Firewall configuration and administration.

OR

- A bachelor’s degree or higher from an accredited institution of higher education with a major in computer sciences, computer engineering, software engineering, information technology, or a related field.
- Five years of paid experience in planning, designing, maintaining, and troubleshooting system networks in an enterprise environment with demonstrated hands-on experience with the following technologies or equivalents: Cisco Routing, Switching, VPN, ISE, Cisco WLAN

and Firewall configuration and administration.

OR

- Four years of experience within the Hillsborough County Sheriff's Office Information Services Division position.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Certifications: Cisco Certified Network Professional (CCNP).
- Ten years of network architecting and administration experience in an enterprise scale network.
- Experience with Cisco's Routing and Switching technologies, and Internet Routing Protocols.
- Experience in disaster recovery design and implementation solutions.
- Knowledge of DDOS Attacks, mitigation, and industry best practices.
- Knowledge of Linux and/or Windows Operating Systems.
- Familiarity with network, server, and virtualization (e.g., VMWare vSphere).
- Ability to demonstrate network design capabilities.