

MICHIGAN SENATE

SENATE BUSINESS OFFICE

POSITION POSTING

NETWORK ADMINISTRATOR

SUMMARY:

This is an at-will, nonpartisan position in the Senate Business Office (SBO). The SBO oversees the general administrative operations of the Michigan Senate and includes the Facilities & Services, Finance, Human Resources, Office of the Director, Senate Information Services, and Senate Police departments.

Under the direction of the Director of the Senate Business Office, SIS Director, and supervised by the IT Services Manager, the Network Administrator provides network infrastructure support, and performs all aspects of the configuration and maintenance of the Senate network and infrastructure systems. The Network Administrator coordinates work activities within the technical support group, and schedules upgrades and maintenance activities with Senate offices.

ESSENTIAL JOB FUNCTIONS:

- Ensures tickets are resolved following approved procedures.
- Identifies problems, incidents, and requests correctly, then categorizes and prioritizes them as needed.
- Manages the configuration of user endpoints centrally, following approved processes
- Identifies problems, leveraging monitoring tools and incident analysis, and participates in problem resolution
- Identifies network problems using analyzers, performance monitors, and other network tools for resolving or recommending alternatives for correcting problems
- Implements mitigation plans and/or correction of vulnerabilities
- Administers and maintains the security of platforms and documents the resolutions
- Coordinates with the Helpdesk to communicate activities to impacted end users
- Serves as a technical lead on projects related to network design, configuration, and maintenance
- Administers network infrastructure, including switches, routers, firewalls and wireless devices and controllers
- Administers TCP/IP on the network including design and tracking of the IP infrastructure and DHCP
- Analyzes bandwidth monitoring, content filtering, and syslog monitoring data to assist with recommendations, incident response, and problem resolution
- Maintains and updates operating systems and firmware updates for infrastructure devices used by the Senate.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Participates in the disaster recovery planning and testing
- Performs all other duties, as requested by the Infrastructure Supervisor and IT Services Manager
- Participates in the evaluation and testing of software packaging and user endpoint hardware

EDUCATION/EXPERIENCE:

- Bachelor's degree in Information Technology or a related field. An equivalent combination of education and/or experience may be considered in lieu of the degree when the experience has been directly related to the functions of the job
- Experience with Extreme Routing/Switching/Wi-Fi, Aruba Wi-Fi
- 10+ years of experience in network administration required
- 10+ years' experience using network device CLI required (Extreme Networks Preferred)
- Experience planning and working in virtual environments preferred

SKILLS AND KNOWLEDGE REQUIRED:

- Knowledge of Microsoft Server administration
- Knowledge of network topology, LAN, and WAN technology
- Fundamental knowledge of the TCP/IP stack and OSI model
- Must be familiar with today's network security standards and able to apply them where needed.
- Understanding of MPLS, Switch VLAN, and maintaining networks.
- Ability to respond to Service Desk requests after hours on a limited basis.
- Ability to lift 40 lbs. and to push heavily loaded carts and hand trucks
- Ability to prioritize multiple tasks in a fast-paced environment and work within time frames that may be rigid or subject to change on short notice.
- Ability to recognize, gather, assemble, correlate, and analyze facts and use them to draw conclusions; define problems and devise solutions or suggest alternatives
- Must be able to communicate with others.
- Ability to clearly describe the network designs and maintain proper documentation.
- Ability to work cooperatively with information and development analysts to solve problems
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies.

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

All offers of employment at the Michigan Senate are contingent upon clear results of a criminal history background check. Background checks will be conducted after a tentative offer of employment has been made and accepted.

STATUS: Salaried, with a standard benefit package

SALARY: \$80,000 – \$100,000

GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

**Interested applicants, please submit
a cover letter and resume to:**

PO Box 30036

Lansing, MI 48909

Email: resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, sexual orientation, gender identity or expression, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.