



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: **18-070**

DATE: July 27, 2018

Position Title: Network Administrator		Location: St. Philip Street	Status: Established Position, Full-time
Salary Range: \$59,196.80 (\$28.46) - \$91,748.80 (\$44.11/hr)	Grade: 111	Department: Information Technology	Hours: 8:00am – 5:00pm

APPLICATIONS ACCEPTED THROUGH FRIDAY, AUGUST 10, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Position Summary:

Position is responsible for company-wide computer network involving LAN, WAN and wireless systems. Performs network equipment selection and installs, configures, documents, and updates all network related devices. Troubleshoots and monitors network performance. Also responsible for company-wide firewall management, telecommunication devices and IBM fiber switches. Will serve as secondary support for system backups and SAN storage.

Essential Functions:

- Primarily responsible for the optimal operation of the local area network and wide area network systems. Administers Cisco switches, routers, firewalls, WLAN controllers, and APs related to the network.
- Maximize company's benefits from network resources. Provide technical oversight including planning, expansion, implementation, maintenance, and troubleshooting to better meet current and future needs.
- Manage and resolve all outstanding network problems. Find problems as early as possible to minimize impact. Monitor network resources in order to make effective improvements.
- Meet with and work with consultants and vendors, in the development of proposals and contracts. Monitor their progress throughout the project to ensure standards and requirements are met.
- Administer network security in a logical, robust method, which secures company resources from risks from unauthorized access, natural disasters, software and operations errors, and hardware problems. Provide redundant network paths and resources for backup in case of failures. Control client use of network, server, and PC resources consistent with established policy.
- Keep inventory of network equipment, software, and licenses
- Keep up to date knowledge with network market to be aware of new resources and potential problems.
- May be required to work during emergency conditions.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.

Additional Duties

- Perform other related duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Ability to work independently.

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- Repetitive motions - substantial movements of the wrist, hands, and/or fingers.
- Ability to lift 50 pounds and push wheel cart weighing over 150 lbs. Objects greater than 50 lbs. requires a two person operation.
- Ability to maneuver in various complex positions under desks, etc. for equipment installations.
- Ability to ascend and descend stairs, and easily maneuver between buildings at the plants.
- Ability to operate personal computer including keyboard and mouse.
- Ability to visually read computer monitor.
- Ability to receive detailed information through oral communication, written definitions and details.
- Ability to convey detailed information to co-workers and customers accurately and quickly.
- Good oral, listening and written communication skills.
- Ability to operate and maintain motor vehicles.

Education and/or Experience

- Associates Degree in Computer Science or related discipline and five (5) years experience in network administration on a Microsoft network; OR Bachelor's Degree in Computer Science, Math or related discipline and two (2) years experience in network administration on a Microsoft network.
- Current networking certification preferred
- Proven responsibility in managing projects and network infrastructure.
- Thorough knowledge of Cisco network equipment, including switches, routers, WLAN controllers, AP's, firewalls
- Extensive knowledge of networking concepts including network design, network protocols (TCP/IP), switching, routing, the OSI model, routing protocols, cabling, ACL's, IP addressing, network address translation (NAT), and troubleshooting tools.
- Knowledge of Internet firewall security methodologies. Knowledge of Cisco ASA firewall security a plus.
- Knowledge of and experience with backup software and storage area networks (SAN) a plus.
- Ability to establish and maintain good working relationships with co-workers and other divisions.
- Good oral, listening and written communication skills.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- Valid South Carolina Drivers' License is required.

Training Needs:

- OSHA and Departmental safety training as required.
- Skills Based Training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001 standards for department and company.
- See Department Competency and Training Matrix for this position.

Potential Career Path:

ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.

- Assistant Director of Information Technology -Support
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Computer Skills: Advanced

To perform this job successfully, an individual should have a **thorough knowledge** of Microsoft Windows, Outlook, Excel and Word or similar software, *i.e.* Mainframe System Program, CMMS, other specialized software.

Mathematical Skills: Advanced

Ability to apply concepts of advanced algebra, statistics and geometry to practical and abstract situations. Ability to develop and analyze budgets, complex spreadsheets, financial analyses, etc.

Ability to calculate statistics, trends and make projections.

Supervisory Responsibilities: None

Safety Sensitive Position: None

Decision-making Authority: Complex (Exempt)

Decision making authority requires the ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Has a thorough knowledge of policies, procedures and past practices and makes non-routine decisions based on this knowledge. The decisions affect other divisions in the organization and/or the general public and impact the operations of the division and organization. Occasional decisions may be reviewed at a higher level.

Reasoning Ability: Advanced

Ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Ability to interpret an extensive variety of technical instructions furnished in a variety of forms. Ability to deal with a variety of abstract concepts and variables.

Language Skills: Advanced

Ability to read, analyze and interpret scientific, technical and professional journals, financial reports and legal documents. Ability to write complex reports, correspondence, procedure manuals, speeches and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to sensitive inquiries or complaints from the management, the Commissioners and the general public.

Environmental Sensitive Position: No

NOTE: THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.