



NETWORK ADMINISTRATOR

Upper Merion Township, located in King of Prussia, PA is looking for a highly motivated **Network Administrator** who will report directly to the Director of Information Technology and will be responsible for the maintenance and upkeep of computer operations throughout the Township complex. The **Network Administrator** must have excellent technical, customer service, and organizational skills and project a positive image of the township and its programs and services.

The **Network Administrator** will be responsible for (including, but not limited to):

- Designs, configures documents, maintains support, and troubleshoots infrastructure and server technology.
- Monitors network utilization and error statistics to ensure that the network infrastructure is operating at optimal performance and reliability levels.
- Performs and/or oversees server operating system and software application installation and upgrades and notifies users of system changes and downtime.
- Configures and oversees the maintenance of the township's email, web and filtering servers and all associated software, including township data backup and antivirus policies, as well as any other additional server architecture that may be added in with future developments.
- Recommends upgrades and solutions to support present and future needs for the organization and stakeholders.
- Monitor all issues involving security breaches and/or breakdowns, in addition to any other areas as defined by the Director of Information Technology.
- Promotes and ensures security and confidentiality of computer systems and data; plans and implements disaster recovery procedures.
- Maintains backup and restoration procedures on respective systems and infrastructure.
- Collaborates with Township Departments, other townships, and partners to provide technical support and guidance on local and regional networking initiatives.
- Maintains up-to-date knowledge of emerging tools and technologies by attending required training sessions. Provides training and/or knowledge sharing as required.
- Responsible for after-hours (365 x 24 x 7) onsite and remote access support of mission critical systems.
- Serves as on-call support to assist users in the township, other buildings, and supports other technology staff members.
- Maintains high level security access to critical computer servers and systems.

Minimum Education, Training and Experience Required:

- College degree preferred – Computer Science or Technology major
- Minimum of two relevant certifications (MCSE, CNE, CCIE, etc.)
- 4+ years of Network Engineering experience
- LAN and WAN expertise and extensive knowledge of PC hardware and operating systems.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/index.aspx?nid=909> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until position is filled.

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