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| Job Title: | | IT Support Specialist | | Job Category: | | | Assistant Network Administrator |
| Salary Range: | | Up to $25.52 an hour based on experience | | Immediate Supervisor: | | | IT Director and Judge Brandon Bell |
|  | |  | | Position Type: | | | Full-time |
| Date posted: | | April 30, 2025 | | Posting Expires: | | | Until filled |
| Lamar County is an Equal Opportunity Employer  Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor’s Office at 903-737-2486 to request assistance. | | | | | | | |
| Applications can be picked up at the Auditor’s Office or on the website. | | | | | | | |
| Fax or E-mail:  903-737-2451 or lamarcohr@co.lamar.tx.us  Subject Line: Asst. Network Administration  Attention: Michele | | | Mail:  Lamar County HR  Attn: Michele  119 N Main Room 110  Paris, TX 75460 | | | | |
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| **SUMMARY**  Provide expertise for the un-interrupted computer processing of various and necessary information required and used by the various departments within the jurisdiction of the County.  **PRINCIPAL DUTIES AND RESPONSIBILITES INCLUDING BUT NOT LIMITED TO:**   1. Plans for the present and future computer hardware and software needs of the County. 2. Recommends to the Commissioner’s Court any significant modification of the methods of processing information as requested by the various Elected Officials or department heads. 3. Analyzes software and hardware problems for all departmental users within the county, correcting programming or hardware failures, providing operational instruction to users, and writing programs designed to satisfy new data requests. 4. Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols. 5. Establishes network by evaluating network performance issues including availability, utilization and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls. 6. Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor. 7. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation. 8. Prepares users by designing and conducting training programs; providing references and support. 9. Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements. 10. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. 11. Protects organization’s value by keeping information confidential. 12. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to [job](http://fortbendcountyjobs.us/fort-bend-county-jobs/) accomplishments. 13. Meets financial requirements by submitting information for budgets & monitoring expenses for review and approval by Commissioners Court. 14. Performs special request data processing. 15. Maintains small inventory of computer supplies and parts. 16. Keeps accurate record of time worked including: off duty calls, travel to off duty worksite   Qualification and Education Requirements   1. Graduated from accredited high school, or G.E.D. equivalent. 2. Bachelor of Science degree in Computer Science, Associate in Data Processing or Networking or closely related fields; or significant acquired and demonstrated experience from previous employment where similar levels of skill responsibility were required. 3. Minimum of three years’ experience as supervisor or manager of a data processing department of staff where responsibilities involved computer program design, modification, and operation. 4. Thorough knowledge of computer programs including but not limited to windows operating systems. 5. Ability to write or modify computer programs.   Preferred Skills/OTHER REQUIREMENTS   1. Proficiency in the use of Windows and Microsoft Office based programs 2. Able to mentor and coach team members. 3. Able to demonstrate good communication, customer service, and interpersonal skills. 4. Able to work independently and exercise good judgment, initiative, and professionalism in representing the county. 5. Ability to define problems, collect data, establish facts, draw valid conclusions and solve problems based on those conclusions. 6. Ability to plan, coordinate, and monitor data processing activities including budgetary matters. 7. Ability to train data entry and computer operators. 8. Ability to configure active directory 9. Ability to work independently and with others to accomplish goals and solve problems related to Network Administration.   Working Conditions   1. Job may require lifting of items in excess of 50 pounds. 2. Sufficient measures of electricity in use to cause harm to employee 3. Noise and temperature levels sufficient to cause discomfort to employee 4. Occasional climbing that may require use of step/extension ladder | | | | | | | |
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