



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: SYSTEMS & SECURITY ADMINISTRATOR

DEPARTMENT: INFORMATION TECHNOLOGY

If you have any questions about this position vacancy please call: 406-758-5695

NUMBER OF POSITIONS OPEN: 1

FULL TIME  REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE: \$33.21 per hour

PART TIME  SEASONAL

SALARY AT:

1 Year Step \$34.54 per hour

2 Year Step \$35.92 per hour

3 Year Step \$36.64 per hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

Additional information:

Experience working in hybrid (cloud & on-premise) environments strongly encouraged. Strong troubleshooting skills required to efficiently resolve operational issues.

At least one year of experience helping to manage an environment which utilizes an EDR and MFA encouraged. Experience managing solutions from Barracuda and SonicWall is strongly encouraged.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

|                    |                                  |                     |  |
|--------------------|----------------------------------|---------------------|--|
| <b>Job Title:</b>  | Systems & Security Administrator | <b>Job Code:</b>    | 03140  |
| <b>Department:</b> | Information Technology           | <b>Pay Grade:</b>   | Std 40   |
| <b>Reports to:</b> | Technical Operations Supervisor  | <b>FLSA Status:</b> | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt |

**Department Overview:** The Information Technology (IT) Department provides a reliable and secure network infrastructure to support each of the County Departments' data and voice systems. The IT Department provides support for desktop computers, laptops, printers, scanners, mobile devices, telephones and Internet services. This Department maintains the County's network equipment including file servers, storage arrays, switches, routers, fiber optic and copper cable links throughout the campus and remote offices. The IT department's programming staff provides both web and conventional programming services that allow other County Departments to function efficiently, while providing for the security and integrity of County systems and data. This Department implements and enforces the County's Information Technology policies.

**Job Summary:** This position is responsible for the overall security posture of the County, which includes the implementation of network security policies and procedures. It is responsible for the County firewall administration, ensuring network (LAN/WAN/Wireless, telecommunications and voice) security access and troubleshooting of network access problems while protecting against unauthorized access, modification, or destruction. It is also responsible for the configuration and management of domain controllers, DNS servers, the virtual environment, the network switches and storage arrays.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Monitor the network for security threats and proactively take actions to secure it from unauthorized access.
- Define security frameworks for existing and new systems. Plan, develop and implement security policies across multiple platforms. Recommend security measures to protect all County employees and resources.
- Install, configure, manage and monitor the network firewall appliance(s) and software, including implementing policies and rules to protect the network. Monitor incoming and outgoing network traffic to isolate issues. Setup and configure site to site VPNs, remote access VPNs, external interfaces and the DMZ network.
- Install, configure and monitor wireless connectivity throughout the County including wireless controllers and wireless access points. Adjust configuration to protect the network.
- Serve as primary contact with the ISP(s) to define, test and monitor firewall access needs.
- Define security certificate requirements. Purchase and install all required security certificates.

- Design, install, troubleshoot and monitor network operations; install and test network hardware, cabling, and connectors; configure network switches and routers.
- Install, configure, manage and monitor the Storage Area Networks (SANs).
- Install, administer and support the enterprise email system.
- Administer and support cybersecurity services that directly secure operations and County infrastructure, such as SIEM and identity and access management solutions.
- Coordinate projects involving installation and maintenance of the County network, server systems and communications equipment; coordinate equipment repair and maintenance with stakeholders including management, end users, vendors and contractors.
- Plan and schedule major projects such as software installations, upgrades, conversions or moves; coordinate with stakeholders including management, end users, vendors and contractors.
- Work closely with backup specialist to configure and administer the backup software and to configure the storage systems for backups.
- Provide resolutions for tickets submitted through the help desk ticketing software.

**Non-Essential Functions:**

- Perform other duties as assigned including but not limited to providing IT support to other departments in the County besides the ones normally assigned, manage special projects, attend meetings and conferences, provide backup for other staff, participate in training, document processes and procedures, etc.
- Attend conferences, workshops, and training to gather information and receive instruction on new technology in the Information Technology Field and to coordinate efforts with external vendors and partners.

**Physical Demands and Working Conditions:**

- The employee is constantly required to use hands to handle or feel objects and to type and use the keyboard and mouse.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- The employee is frequently required to lift and/or move up to 50 pounds.
- The noise level of the building is usually moderate; however, employee is occasionally subjected to loud equipment noise.
- Work is typically performed in a normal office environment.
- May require weekend or overtime work if on call or in the case of disasters, emergencies or special projects.

**Supervision Exercised:** The primary function of this job is not in a supervisory capacity.

## **Knowledge, Skills, and Abilities:**

The job requires knowledge of:

- Microsoft Windows operating systems, for client and servers.
- Linux operating systems
- Microsoft Internet Information Services (IIS) and Apache web servers
- Microsoft Active Directory
- Microsoft Exchange
- Enterprise patch management software
- SolarWinds Network Monitoring software
- SolarWinds Log Event Manager software
- VMWare environments
- Enterprise Backup Software
- Endpoint detection and response software
- Network topology and hardware including the installation and support of switches, routers, network interface cards, and cables utilizing copper, fiber and wireless connections.
- Dell, Cisco, Aruba and Barracuda networking equipment

The job requires skill in:

- Installing and troubleshooting a wide variety of network hardware including servers, SANs, switches, routers, wireless access controllers as well as network cabling.
- Working in a team environment and knowing when to escalate support to a software vendor, or another team member.
- Understanding and implementing an IT COOP plan.

The job requires the ability to:

- Keep abreast of the latest changes in computer hardware, software and networks and security.
- Independently research and solve complex problems.
- Research and follow best practices and standards.
- Plan and oversee both large and small projects through to completion.
- Understand computer deployment methods including imaging and pushing software installs and patches.
- Communicate effectively with co-workers, users, management, vendors and contractors.
- Instruct laypersons in the operation of computers and explain the proper use of different software packages in an easy-to-understand manner.
- Identify and correct problems in application programs.
- Multi-task and remain calm under stressful circumstances.
- Understand and execute written and oral instructions.
- Think logically and accurately to apply IT security policies.
- Obtain and maintain a current driver's license.
- Understand and follow HIPAA requirements.
- Meet the security approval by the Flathead County Sheriff's Office and the Federal CJIN requirements.

**Education and Experience:**

The job requires successful completion of a bachelor's degree in Computer Science, Computer Engineering or related area and a minimum of 4 (four) years of information security, network and operating system work experience and/or any equivalent combination of experience and training, which indicates possession of the knowledge, skills, and abilities listed.

| Action  | Date       | Reference   |
|---------|------------|---|
| Adopted | 01/31/2007 | Commissioners' Minutes                                |
| Revised | 02/06/2012 | Commissioners' Minutes                                |
| Revised | 07/01/2014 | HR Salary Recommendation Transmittal Signed 5/28/2014 |
| Revised | 08/01/2016 | Commissioners' Minutes                                |
| Revised | 06/19/2017 | Position Grade Changes Effective 7/1/2017 (FY18)      |
| Revised | 03/02/2023 | Commissioners' Minutes                                |