



MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

DEPARTMENT:	Information Technology	JOB GRADE:	16
JOB TITLE:	Assistant Network and Operations Manager	SALARY RANGE:	\$72,990 - \$86,675
LOCATION:	301 N. Thompson, Suite 101	CIVIL SERVICE:	Yes
SHIFT HOURS:	Monday – Friday (8:00am – 5:00pm) *Rotating schedule includes nights and weekends		
SUBMIT APPLICATIONS:	Montgomery County Human Resources Department	ADDRESS:	501 N. Thompson, Ste. 400 Conroe, TX 77301
PHONE:	(936) 539 – 7886	FAX:	(936) 788-8396
E-MAIL:	jobs@mctx.org	WEBSITE:	www.mctx.org
OFFICE HOURS:	Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)		

Education, Experience and Skill Requirements

- Bachelor’s degree plus 3 years’ experience or an equivalent combination of education and experience is required
 - Knowledge of basic networking (routing, switching, etc.)
 - Experience with Cisco VOIP and Cisco UM
 - Experience with Windows servers
 - Able to work independently as well as part of a team
 - Strong verbal and written communication skills
- Strong interpersonal skills for working with users and other department management
 - Strong troubleshooting skills for solving problems accurately and quickly
 - Ability to work without direct supervision and on multiple projects at one time, while maintaining quality of work
 - Must be able to participate in rotating call schedule (one full week, approximately every 24 weeks) and must be able to provide assistance to others on non-call weeks
 - After hours and weekend work required, depending on the nature of the project

Primary Job Duties

Summary: This position will assist in the implementation and maintenance of the county’s overall voice and data communications infrastructure; to ensure proper performance, stability, security and intrusion detection/prevention of the County network and data centers; provide day to day network and operations support services to the entire county; manage staff of operation specialists; identify, document and create best practices for County I.T. processes; ensure that complete business continuity and disaster recovery procedures are in place and effectively carried out.

- Install, configure, and maintain Cisco networking equipment
 - Install, configure and maintain Cisco VOIP and UM servers
 - Install, configure and maintain operating systems/applications across all platforms
 - Provide third-tier support for desktop/user issues
 - Provide research and development of new products related to improving the County Server Environment
 - Assist in the maintenance of systems security across all platforms
- Support seamless deployment of business productivity application across all platforms
 - Support development efforts related to infrastructure and business needs
 - Maintain documentation of all server hardware, procedures, and implementations
 - Configure and maintain server management/monitoring software for all platforms
 - Provides assistance with planning of server upgrades and replacement to improve performance
 - Additional duties as required

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = \$20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = \$22.50, responsibility of applicant) before becoming an employee of Montgomery County.

Position No:	503-5528-1	Requisition No:	2593
Date Posted:	01/24/2018	Equal Employment Opportunity Employer	

