

Employment Opportunity:

Network Administrator

South Dakota Legislative Research Council, Pierre, South Dakota

The SD Legislative Research Council, the nonpartisan research and support staff of the South Dakota Legislature, is accepting applications for a Network Administrator. The Network Administrator will analyze, design, recommend, and implement pro-active solutions or new innovations concerning the ongoing installation, security and maintenance of the South Dakota Legislature's independent IT network, devices, and services. An applicant must have a working knowledge of network operations, services, hardware and software for cloud and traditional on-premise networks and devices. Current knowledge of hardware and software security practices, implementation, and administration is required. Applicants should be eager for the opportunity to work in a professional and positive team environment, as well as, be honest, trustworthy, and discrete. The ability to explain technical issues to non-technical staff and users is essential.

Duties and Responsibilities:

- Implements, administers, and provides advanced technical support for servers, user devices, printers, routers, switches, firewalls, phones, software, security updates, and patches.
- Performs network planning, design, implementation and maintenance to ensure effective network development and operation.
- Recommends and manages firewalls, filtering, and security architecture for network and associated systems. Creates and manages user and service accounts and permissions.
- Sets procedures for adequate backup and restoration processes to ensure system and file integrity.
- Performs committee room audio-visual equipment planning, integration, maintenance and room checks.
- Evaluates, tests and recommends software and hardware needs.
- Daily activities include analyzing, isolating, and resolving issues with servers, user devices, printers, wired and wireless services, software, and other duties as assigned.

Minimum Qualifications: The successful candidate must possess the following:

- A Bachelor's degree from an accredited university or college in computer science, computer networking, related field, or equivalent experience;
- Minimum 3 years of experience designing, managing, and working directly with networks and related computer hardware/software;
- Experience with IIS, WSUS, Active Directory, DNS, SQL Server Management, Virtualization, Exchange, VPN, Firewalls, and Switches;
- Preference for experience with Office 365, Meraki, Azure and Vibre.

Salary Range: The Network Administrator salary will range from \$57,363 to \$86,045 annually, depending on qualifications and experience. The market point of the range is \$71,704.

Application Process: This position will remain open until filled. This position is exempt from the Career Service Act. Any application or resume submitted for consideration will be kept confidential. Applications (consisting of a letter of interest and resume) should be submitted via hard copy or e-mail to:

Jason Hancock, Director
South Dakota Legislative Research Council
500 East Capitol Avenue, Pierre, SD 57501
E-Mail: Legis.Resume@sdlegislature.gov | Phone: 605-773-3251

