

Position Number: P-330-18-27 – Please use this number on all correspondence

Open: 04-25-18

Close: Open until filled.

Full Time

Job Title: Systems Analyst (Network Analyst)

Location: Toms River Branch – Technology Department

Schedule: 40 hpw, includes evenings and weekends

Salary: \$44,000

The Ocean County Library is looking for a Systems Analyst to help maintain its Active Directory, Network Security, and Backup & Recovery Software as well as its Network Hardware. The library has a very progressive Network using a combination of Verizon and Comcast circuits and Cisco hardware. The library has recently moved to a virtualized server environment while also upgrading its core network. The ideal candidate will be enthusiastic about learning new technologies & techniques. Potential near-future projects include: Developing a new interface for Active Directory to a New Employee Database, creating a new technology platform for MS Share Point, migrating to Microsoft Office 365, supporting a new updated Avaya Phone System and continuously adding to our Disaster Recovery plans for active applications. Great emphasis will be placed on usability and standards compliance.

Summary

- Knowledge of software applications, computer hardware and various computer operating systems.
- Perform network administration. An extensive knowledge of networking hardware and management is required.
- Administer Active Directory and all of its components.
- Perform maintenance, evaluation, installation, and training tasks to ensure Server and Network performance meets library requirements.
- Responsibilities for network and server management will be shared with another network administrator with whom you will be required to work closely.
- Ability to learn and apply new networking concepts and protocols as they are needed for the network and various security applications.
- Position reports to the Supervisor of the Technology Network Group.

Primary duties and responsibilities include, but are not limited to:

- Maintain the Branch LANs.
- Maintain Active Directory.
- Perform network design including creation of subnets, VLANs, QOS, DHCP scopes, VPNs and load balancing.
- Knowledge of routers & switches, including Cisco IOS.
- Troubleshoot networks, systems, and applications to identify and correct problems.

- Install and administer various servers. Knowledge of computer systems including Microsoft Server OS, Windows, Apple and Linux.
- Investigate user problems, identify their source, determine possible solutions, test and implement solutions.
- Administer various server applications including but not limited to:
 - Microsoft Exchange
 - Barracuda email filter
 - Microsoft-SQL
 - Microsoft Internet Information Server (ISS)
 - SIP
 - Hyper V
 - Microsoft SharePoint
 - MS Office 365
 - Avaya IP Office
- Document problems and resolutions for future reference.
- Track utilization patterns and their effect on operation/system availability and performance.
- Implement preventative measures to avoid communication and networking problems.
- Ensure timely customer notification of maintenance or repair actions which will result in service outages.
- Investigate, recommend and install enhancements and operating procedures that optimize networks and systems.
- Establish and perform maintenance programs following company and vendor standards.
- Participates in scheduled coverage of the Technology Help Desk.
- Maintains familiarity with new technologies and their potential applications to Ocean County Library's service plan. Implements new technologies when required.
- Attends and participates in regional, state and national conferences, seminars and workshops to share expertise and gain knowledge.
- Participates in orientation and training programs on technology for staff, and presents information at system-wide workshops as needed.
- Participates in community outreach activities to promote the Ocean County Library and its resources.
- Possess excellent oral and written communication skills.
- Ability to communicate technical information to non-technical personnel.
- Skill in organizing resources and establishing priorities.
- Project positive customer service attitude.
- Possess excellent interpersonal skills.
- Ability to learn library principles and practices.
- Possess effective training skills.
- Ability to travel to library branches.
- Coverage at a public service desk may be included.
- Weekend and evening hours are included.
- Other duties as assigned.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Two (2) years of experience in the design, installation, and operation of programs for electronic data processing equipment and/or in the design and implementation of systems for electronic data processing application.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

New Jersey First Act: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

Please Note....Candidates must be an Ocean County resident to be considered.

Interested candidates must send Ocean County Library employment application, resume and cover letter, no later than 5pm on the closing date listed above, to:

The Ocean Country Library
101 Washington Street
Toms River, NJ 08753
Attn: Donna Cardinale, Human Resources Department

Applications may also be emailed to dcardinale@theoceancountylibrary.org or faxed to 732-341-3044.

Applications may be printed from our website, www.theoceancountylibrary.org, scroll down and click on Jobs at the Library on the lower right side. In addition, hard copies may be picked up at any branch of the Ocean County Library.

Please direct all inquiries to Donna Cardinale at 732-349-6200 extension 5932.

The Ocean County Library is an Equal Opportunity Employer committed to workforce diversity.