CENTRE COUNTY
PENNSYLVANIA

Senior Network/System Administrator
Job Description

Department: ITS	**Approved: 1/22/2026**	**Revised: 3/5/26**
Salary Grade: 22	**Position #: 14207**	
FLSA Status: Exempt	**Title #: 051**	

Position Overview:
Key technical leader responsible for the design, administration, security, and optimization of the County's network and systems infrastructure. Ensures the stability, integrity, and efficient operation of IT systems and networks that support core organizational functions. Provides escalation support for complex technical issues, mentors junior staff, and works closely with leadership to plan and implement technology initiatives.

Essential Job Functions:
1. Leads the administration and support of the County's network infrastructure, including switches, routers, firewalls, VPN, and wireless systems.
2. Administers servers, storage, virtualization platforms, and enterprise applications, ensuring high availability and performance.
3. Manages user accounts, security groups, group policies, and access controls across Active Directory, Microsoft 365, and other enterprise systems.
4. Monitors and optimizes network and system performance; analyze logs, proactively identify issues, and implement long-term solutions.
5. Designs, implements, and maintains backup, disaster recovery, and business continuity solutions.
6. Oversees patch management, system upgrades, and firmware/software updates to maintain a secure and compliant environment.
7. Implements and enforces network and systems security best practices, including firewalls, intrusion detection/prevention, and multi-factor authentication.
8. Serves as escalation point for complex technical issues, working independently and in coordination with other IT staff and vendors.
9. Develops and maintains technical documentation, system inventories, and standard operating procedures.
10. Collaborates with IT leadership on strategic initiatives, project planning, and technology roadmaps.
11. Mentors and provides guidance to junior IT team members.
12. Manages vendor relationships and coordinate support for telecommunications, internet, and technology services.

Other Duties:
1. Performs other related duties as assigned by the Deputy Director ITS.
2. Attends meetings and trainings as required.
3. Performs other job-related duties as required.

Supervision Received:
Receives instruction and supervision from CIRO and Deputy Director ITS in regard to daily work assignment.

Supervision Given:
None.

Working Conditions:

1. Works indoors in adequate workspace with adequate temperatures, ventilation and lighting.
2. Works indoors with average exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
5. Must be able to sit for long periods through the workday, with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out job duties.
6. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out job duties.
7. Medium work with occasional lifting/carrying objects with a maximum weight of 35 pounds.
8. Must be able to cope with the physical, significant mental and high emotional stress of the job.
9. Must be able to pay close attention to detail and concentrate on work.

Education/Training Qualifications:

High school diploma or GED required; associate degree or networking certification preferred.

Work Experience:

Five to seven years of progressive IT experience with demonstrated expertise in both systems and network administration. Extensive hands-on experience with Active Directory, Group Policy, Microsoft 365, VOIP, Windows Server, and virtualization technologies (VMware, Hyper-V, or similar). Experience with network design, administration, and troubleshooting (IP addressing, DNS, DHCP, VLANs, routing, switching, and firewalls). Experience with backup solutions, disaster recovery planning, and systems monitoring tools.

Knowledge, Skills and Abilities Required:

1. Proactive professional with strong expertise in both network and systems
2. Strong commitment to providing exceptional customer service and maintaining high standards of confidentiality and integrity.
3. Ability to communicate clearly, patiently, and professionally with users of all technical skill levels.
4. Excellent problem-solving and troubleshooting abilities across both systems and network domains.
5. Ability to plan, implement, and document complex IT solutions.
6. Strong knowledge of IT security principles, compliance requirements, and best practices.
7. Experience supporting VoIP systems and unified communications platforms.
8. Ability to prioritize tasks and troubleshoot common IT problems.
9. Willing to learn and adapt to new technologies.
10. Commitment to confidentiality and data security.
11. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

Job Description Acknowledgement

I acknowledge that I have received a copy of my job description. I have read and fully understand the job duties, responsibilities as **Senior Network/Systems Administrator**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described above. I hereby accept the position and agree to abide by the requirements and duties set forth.

_____ _____

(Signature of Employee) (Date)

_____

(Print Name)

In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.