



DISTRICT OF NEW HAMPSHIRE
UNITED STATES DISTRICT COURT
BANKRUPTCY COURT
PROBATION & PRETRIAL SERVICES
CONCORD, NEW HAMPSHIRE 03301

NETWORK ADMINISTRATOR (2019-02D)

Location: Concord, NH **Salary Range:** \$64,862 to \$105,400
Opening Date: February 4, 2019 **Closing Date:** March 4, 2019

Position Description

The Network Administrator coordinates and oversees the court unit's information technology network infrastructure. The Network Administrator performs routine administration and implements complex updates, including developing systems documentation. The incumbent evaluates service failures, participates in-depth investigations to determine the root cause of the failure, and develops corrective actions. The incumbent ensures effective and efficient network maintenance practices to help improve availability and performance of systems and dependent environments. Duties also include collaborating with local supervisors, managers, executives, and judges as well as providing assistance at other courts.

Representative Duties

- Adhere to the court's internal control procedures.
- Advise management in all aspects of network automation needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Maintain and support the court's local area networks (LAN), wide area network (WAN) and virtual network infrastructure (VLAN) technology. This includes routers, switches, firewalls, cabling, and all associated devices.
- Provide network analysis and modify, implement, and support VMware infrastructure, Virtual Servers, and storage.
- Manage Microsoft Active Directory on a Windows platform, including performing security and managing maintenance, user accounts, file and group memberships.
- Manage and administer SQL Server environment.
- Server and network closet HVAC and environment monitoring administration.
- Establish and maintain procedures, protocols, data security, and backup plans. Protect data from loss by designing, monitoring, testing and verifying the disaster recovery plan.
- Maintain COOP and disaster recovery processes as related to network services, server virtualization and VDI.
- Conduct research on network products, services, and standards in support of network procurement and work closely with Director of IT and the Administrative Office of the United States Courts (AO) to assure reliability and continuity of operations.
- Manage and execute implementation plans for network automated systems. Adapt software and create systems documentation, perform testing, and establish operating procedures. Establish security systems for hardware, software, and data. Conduct post-implementation testing to ensure adequacy of systems and applications and recommend changes as required. Network analysis and monitoring.
- Work closely with information technology professionals within the district and circuit to ensure operational integration and efficiency. Interact with IT professionals at the AO and counterparts in other districts to exchange information on new developments.
- Performs other duties as assigned.

Qualification Requirements

- A bachelor's degree or higher in the information technology field from an accredited institution is preferred.
- Five years of professional IT security experience is preferred.
- Knowledge of theories, principles, practices and techniques of computer hardware and software applications.
- Ability to identify new products and solutions to implement new technologies.
- Experience with WAN and LAN administration.
- Experience with Cisco networking equipment including routers, switches, and wireless technologies.
- Experience with Active Directory, DNS, DHCP, and DFS.
- Experience with Windows, Linux, and SQL Servers.
- Experience with VMware server virtualization and VDI.
- Knowledge of relational database fundamentals and experience with database applications such as Informix and MySQL.
- Familiarity with Microsoft Office, Windows and Adobe Acrobat preferred.
- Highly self-motivated, extremely detail-oriented and organized.
- Present a professional demeanor, positive personality, and work well in a team environment.
- Possess excellent verbal and written communication skills.
- Must be an innovative and a creative problem solver who can effectively work with management on projects and daily challenges.
- Ability to manage multiple priorities and projects and work with limited supervision.
- Applicants must be U.S. Citizens or meet the exceptions to the statutory restriction on origin non-citizens to work in the federal government in the continental United States.

Background Checks

The selected applicant will be subject to a background investigation by law enforcement agencies and may be required to provide educational transcripts. Specialized testing of the applicant's skills may be required.

How To Apply

Qualified applicants should submit a letter of interest, a resume, and a salary history for the past ten years in one PDF document to Thomas Van Beaver at

tom_vanbeaver@nhd.uscourts.gov

by the close of business on **March 4, 2019**. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. References will not be required until an applicant is considered a finalist. The Clerk of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

The United States District Court for the District of New Hampshire is an equal opportunity employer.