Technology Services Division
Senior Network Administrator (Network Infrastructure Specialist II)
Mississippi State Personnel Board (ms.gov)

Job Description:

The Technology Services Division of the MS Secretary of State's Office is seeking a Senior Network Administrator (Network Infrastructure Specialist II) to join our Help Desk team. The Senior Network Administrator will maintain and monitor our agency's network and telecommunication systems.

You will be tasked with solving technical issues, providing improvement recommendations, and collaborating with team members across all departments to assist them with their technical requirements.

Responsibilities:

- Provide operational and troubleshooting support for Wan and LAN networks, including firewalls, switches, and access points.
- Implement, tune, and manage network technology.
- Rack and cable equipment in agency buildings and maintain appropriate documentation.
- Evaluate, test, and deploy all technology upgrades to the network infrastructure.
- Troubleshoot and resolve issues with software or hardware.
- Analyze records and logs to spot underlying trends and potential issues.
- Work closely with fellow tech team members to provide end-user support and issue resolution.
- Maintain up-to-date knowledge of emerging tools and technologies.

Qualifications:

- Associate Degree or Higher in Computer Networking or other equivalent field of study.
- 2-4 years minimum experience in network operations.
- Possess strong written and verbal communication skills and excellent analytical and problem-solving skills, and should be able to communicate with technical and non-technical resources across different audiences.
- Be self-disciplined; demonstrate accountability, unquestionable ethics, and impeccable integrity; honor commitments and meet or exceed expectations.
- Team-oriented attitude to help other colleagues and divisions with technical problems.
- Ability to manage time and effectively prioritize multiple projects.
- Exhibit thoroughness and attention to detail in their work product and all accompanying documentation. Prevent any unnecessary service interruptions whenever possible.

Starting Salary:

The minimum starting salary for the position is $55,877.96. An official salary offering will be provided after interviews have concluded and a candidate has been selected. The official salary will be determined based on the extent of qualifications and experience, along with considerations under SEC2 guidelines for employment. For further information, please visit the Mississippi State Personnel Board website.

As the Senior Network Administrator for the Technology Services Division of the Mississippi Secretary of State's Office, you will have the opportunity to work with a team of IT professionals and support the agency's mission to provide efficient and effective services to the citizens of Mississippi.

Those interested in applying can email their resume & cover letter to **human.resources@sos.ms.gov**

We look forward to welcoming you to our team!