

Kanawha County Commission is seeking to hire a qualified professional to fill the position of Network/Desktop Administrator in Charleston, WV. In this roll you would Provide daily desktop support, maintenance of network, servers, and O365 Admin duties. Salary range of \$40,000-\$45,000 please send Resume to GregJones@kanawha.us

Responsibilities

- Provides maintenance and support of desktop and laptop computers and provides end user support for hardware and software
- Assist in the development of project plans, procedures, and documentation
- Set up computer software and hardware for new and existing staff
- Set up and maintain all user accounts and computer configurations
- Record, track, and document the help desk request problem-solving process
- Provide end user support for desktop and network related problems
- Monitor server performance, disk space, error logs, and backups of critical systems
- Understanding of Office 365 admin center
- Administer and maintain existing Windows 2016/2019 servers
- Administer and maintain Active Directory and Group policy
- Install new servers as needed using VMware
- Monitor cybersecurity infrastructures
- Some basic knowledge of maintaining Cisco switches, firewalls, wireless access points, and other related equipment
- Assist the Director with any new projects as needed for the Commission

Qualifications

- Minimum 3 years of experience in a hands-on technical support role
- High level of desktop support
- Solid troubleshooting skills
- Recent experience managing and implementing Windows server 2019
- Experience in backup and restores
- Knowledge of VMware
- Basic knowledge of Cisco networking
- Self-motivated team player
- Excellent communication skills
- Project management skills
- Must be willing to work nights or weekends as required for server maintenance and updates