

Listing Number: 476-15-10
Salary: \$55,000 - \$75,000

Opening Date: 05/07/15
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

Position Title: Network Specialist IV Classification#: Group B22

Agency: Texas Racing Commission Address: 8505 Cross Park Drive #110, Austin, TX 78754

Work Location Address: Austin

Refer To: Patricia Nalle By Appointment: Yes No Telephone: 512-490-4022

Number of Openings: 1 Duration: Regular Hours/Week: 40 Merit System: YES NO

Typing: Yes No W.P.M. 55 No more than 3 errors Shorthand: Yes No

Texas Driver's Licenses: Yes No Operator Commercial Chauffeur

Travel Required: Yes No

Posting Approved By Chuck Trout, Executive Director

Date: 05/07/15

GENERAL DESCRIPTION:

Performs complex network, security, and computer systems analysis, monitoring, and upgrades in a small agency. Work involves planning, implementing, and monitoring network and security appliances and infrastructure in a local and wide area network. Evaluates and recommends potential network, security, and systems enhancements. Works in planning and analyzing user, system, and network requirements, procedures and problems to maintain and improve existing systems. May supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- ◆ Monitors the operational network environment and takes corrective measures to ensure efficient performance.
- ◆ Coordinates performance tuning and capacity planning activities to enhance performance of network resources.
- ◆ Oversees and provides guidance, troubleshooting and problem solving for computer systems.
- ◆ Prepares reports that include recommendations, findings, and instructions for proposed system implementations.
- ◆ Responds to network outages by initializing response, implementing or coordinating recovery, and providing logical descriptions of problems as well as optimum or possible solutions.
- ◆ Logs network and security incidents and provides management reports on issue and status.
- ◆ Researches systems and procedures for the prevention, detection, containment and correction of security breaches.
- ◆ Assists in agency disaster recovery and continuity of operations responsibilities including documenting procedures and policy.
- ◆ Evaluates policies and procedures designed to ensure the integrity of the LAN and WAN and provides recommendations to improve them.
- ◆ Performs information systems security administration.
- ◆ Performs network administration.
- ◆ Performs/assists in system administration of Microsoft and UNIX/Solaris servers.
- ◆ Maintains, upgrades, and backs up the operating system, security software updates, and configurations of network

devices and security appliances located on the local and wide area network (switches, routers, firewalls, proxies, DMZ, IPS, VPN, etc.). Ensures procedures exist to recover from hardware or software failure.

- ◆ Manages physical and logical network structures to ensure optimal operation and effectiveness of all network hardware and equipment including routers, firewalls, switches, UPSs, etc.
- ◆ Identifies and implements enhancements to network devices.
- ◆ Performs tuning and capacity planning activities to enhance the performance of network resources.
- ◆ Assists/performs backup, recovery, and archiving of files stored on network.
- ◆ Assists in administration of user accounts, permissions and access rights.
- ◆ Evaluates hardware and software to identify strengths, weaknesses, and potential benefits to agency.
- ◆ Monitors and maintains the necessary security controls over network and Windows software and hardware.
- ◆ May provide training to agency personnel in the effective use of hardware and software.
- ◆ Develops and makes presentations and briefings for training sessions and help desk functions.
- ◆ Prepare briefings, reports, schematics, documentation, and evaluations on proposed and existing network systems, related systems and infrastructure.
- ◆ Performs or coordinates upgrades to network software and hardware devices.
- ◆ Performs install, configuration, and support of agency PCs, Windows servers and software as needed.
- ◆ Develops or assists in the development and maintenance of security and network documentation, policies, and procedures.
- ◆ Assists in the support of users and PCs in a networked environment.
- ◆ Assists in support of Samba network file systems.
- ◆ May assist in support and update of agency websites.
- ◆ Monitors and analyzes network and system logs of network devices (Cisco, Palo Alto, Barracuda, SolarWinds). Notifies department supervisor of any significant events or patterns and prepares incident reports.

- ◆ Assists in the administration of Office365 email system.
- ◆ Assists in regulation and security of computer systems and data files to prevent unauthorized modification or disclosure of information.
- ◆ May train users and promote security awareness to ensure system security and improve server and network efficiency.
- ◆ Assists in the support of Cisco VOIP BE6000 phone system.
- ◆ Works closely with I.T. Director.
- ◆ Keeps abreast of changing technology as it may pertain to the development of future projects or assist in current projects.
- ◆ May be on-call for support outside of the scheduled work day.
- ◆ Works independently, as a team member, and in direct contact with others.
- ◆ Frequent lifting of computer equipment and peripherals during office set-ups, moves, upgrades, etc.
- ◆ May plan, assign, and/or supervise the work of others.
- ◆ Performs related work as assigned.

EXPERIENCE AND EDUCATION

At least 3 years advanced level experience in network systems and network security work to include installation, configuration, and maintenance of firewalls, routers, switches, IPS and other network appliances. At least 5 years in-depth work installing, configuring and supporting PCs and Windows servers. At least 2 years hands-on experience with UNIX/Linux. Graduation from an accredited four-year college or university with major course work in computer science or a related field. Experience may be substituted for college education on a one to one substitution. Cisco or equivalent network certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the practices, principles, and techniques of network and computer operations.

Knowledge of the limitations and capabilities of network and security systems and the techniques used in the design of network and security systems.

Ability to analyze network and system logs.

Skill in communicating technical material to others.

Ability to effectively create technical installation, configuration and troubleshooting documentation, network and security layouts and configurations as well as end-user documentation.

Extensive familiarity with network and security systems especially Cisco routers, firewalls, DMZs, VPNs, NAT, IPS, switches, network

monitoring devices and software. Familiarity with proxy appliances such as Barracuda or equivalent. In depth understanding of anti-virus, anti-spam, anti-spyware products and risks associated with network access.

Knowledge of network facilities and traffic, of personal computer hardware and software, and of performance monitoring and capacity management tools.

Experience with SolarWinds network monitoring software preferred.

Ability to recognize, analyze, and resolve network problems in a UNIX (Solaris) and Windows environment.

Experience with UNIX system administration preferred.

Experience with HTML, XML, Samba and LDAP preferred.

Experience with advanced software including Visio and Adobe Dreamweaver preferred.

Proficient in Office 2013 products for producing reports, presentations, and documentation.

Ability to analyze systems and procedures; to write and revise standards and procedures; to handle multiple projects; to communicate effectively; and to plan, assign, and/or supervise the work of others.

Ability to establish and maintain effective working relations with team members, users and vendors.

Ability to work hours scheduled between 8 a.m. and 6 p.m. Mon-Fri.

Ability to work occasional overtime and/or a flexible schedule as needed to meet required deadlines or handle trouble tickets.

Ability to travel as necessary.

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title by the posting date above to: Texas Racing Commission, Attention: Patricia Nalle P. O. Box 12080, Austin, TX 78711-2080 or to jobs@txrc.texas.gov. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://txrc.texas.gov>. Resumes may be submitted in addition to but not in lieu of the employment application.

TEXAS WORKFORCE COMMISSION

Date posted on site: _____