

Summit County Board of Elections

470 Grant Street – Akron, Ohio 44311-1157
(330)-643-5200 – Fax (330)-643-5422
www.summitcountyboe.com

Members:

Wayne Jones
Timothy N. Gorbach
Democrats

Alex R. Arshinkoff
Bryan Williams
Republicans

Timothy N. Gorbach
Chairman

Joseph P. Masich
Director
Paula A. Sauter
Deputy Director

Summit County Board of Elections has the following job opening in the Information Technologies Department:

Network Administrator

The applicant should be a registered Democrat in the state of Ohio

Salary: \$ 83,636.80 per year plus benefits

Network Administrator

Interested candidates should forward a cover letter, resume and references to:

**Summit County Board of Elections
Attn: Paula Sauter, Deputy Director
470 Grant Street Akron, Ohio 44311
psauter@summitcountyboe.com**

Resume must be received by Friday, November 6, 2015 at 4:00 PM

Job Summary:

The Network Administrator maintains the network backbone to provide computing connectivity necessary for the Board of Elections to perform responsibilities. This position provides network support to the Board of Elections and resolves complex computer network problems. Installs and maintains all computer network connections and hardware including Optical Scan Voting Equipment.

Essential Functions:

- Install, monitor and maintain network hardware including Ethernet, switches, routers, hubs, access servers, terminal servers and print servers. Maintain network connectivity for the Board of Elections. Maintain internet connectivity.
- Resolve network problems by performing complex troubleshooting techniques.
- Monitor network performance through the installation and use of network management software.
- Create and maintain network documentation pertaining to the data network including IP assignments, network topology, network administrative procedures and subnet. Create and maintain Web interfaces to provide network documentation.
- Install, maintain and test Ethernet connections for the staff.
- Meet with staff to determine their network requirements. Design and document network topologies to meet these needs.
- Maintain knowledge in order to be current with the technical requirements of the position.
- Oversee network performance and resource requirements.
- Monitor, maintain and organize all Optical Scan Voting Equipment.
- Supervise Logic and Accuracy Testing of all equipment for each election.
- Supervise maintenance of Optical Scan Voting Equipment.
- Provide technical support, supervise others and report on project progress to management.
- Liaison to hardware service vendor, schedule appropriate maintenance and any necessary repairs.

- Manage all computer hardware maintenance contracts insuring that all equipment runs smoothly and cost effectively and monitoring renewal dates of contracts.
- Coordinate system upgrades and schedule installation of new software and hardware with management, managing and minimizing any down time that may be required.
- Responsible for adoption, implementation and support of Optical Scan Voting System.
- Work with various vendors regarding Voter Registration System, Ballot on Demand Printing and Election Programming.
- Ability to perform essential functions of Application and Systems Administrator to carry out daily functions in their absence.

Duties include (but not limited to):

1. Printer maintenance (jams, toner, etc.) and service calls
2. Scanner maintenance and service calls
3. Copier maintenance and service calls
4. Work station maintenance
5. Software (new and old) installation, update and configuration (MapInfo, Adobe Acrobat, Microsoft Office)
6. Server maintenance (troubleshooting event logs, etc.)
7. Network performance, troubleshooting, security/configuration
8. Price quotes and ordering computer equipment/supplies
9. Off site tape storage pick up and delivery
10. In house printing
11. Support calls to vendors (Triad, Dell, Symantec, etc.)
12. Ghost Image Maintenance
13. Backup Exec jobs (new and old) configuration/maintenance, restore lost files
14. Monitor and maintain backup jobs and logs
15. Customizing queries for in house mailing files
16. Run Triad batch utilities to update voter records (YY Voter Status)
17. Post pre and post election results to the website

18. IT Recommendations to the Board Members
19. Redesigning mail pieces
20. Monitor and maintain UPSs for Servers
21. Order computer related parts, accessories and software
22. Internal virus protection and updates
23. Access database design for mail merge pieces
24. Triad registration system help and support
25. All Microsoft software training including Office 2010
26. Microsoft exchange email server maintenance and administration
27. Intranet and Internet web site development and updates
28. Unity (ES&S) network administration
29. Voter equipment inventory, troubleshooting, support logic and accuracy testing
30. Unity election programming and ballot design
31. AIMS software programming for AutoMark
32. Internet computer security and administration
33. Develop custom applications
34. Security system administration
35. Fire alarm maintenance
36. Scanning registration books for electronic history posting (EHP) and overseeing EHP process after each election