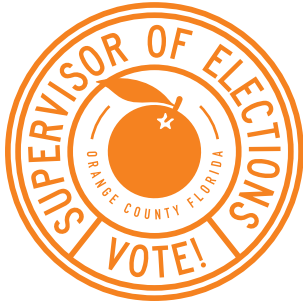




Information Technology Administrator

Position Description

July 2026

Division: Information Systems	Department: Information Technology
Classification: Exempt	Pay Grade: 12

Position Summary

The Information Technology Administrator is responsible for administering and managing the network infrastructure, servers, and storage systems, and ensuring the continued reliability and security of information systems for the Supervisor of Elections (SOE) computer information systems.

The Information Technology Administrator reports to the Director of Information Technology and does not supervise staff but may assist with overseeing temporary workers during election events.

Skills And Qualifications

Required:

- Associate's degree in computer science, Information Systems, Networking Administration, Cyber Security, or related field.
- Minimum of four years' experience in a position working with networking equipment and electronics, with at least four years directly performing helpdesk support, server installations, upgrades, and troubleshooting.
- Minimum of five years' experience in a position working with cybersecurity tools, risk assessments, incident handling, compliance, and standards such as NIST SP 800-53, NIST CSF 2.0, ISO 27001, and FedRAMP.
- Minimum of five years' experience in a position analyzing and resolving hardware and software issues, enhancing and securing networks, and communicating quickly and effectively to end-users and management.
- Proficiency with Security Information and Event Management (SIEM) systems.
- Previous experience with Zero Trust architecture, applications, and least privilege concepts.
- Proficiency with Windows Server products, including past work experience in problem-solving with related software, cloud services, email systems, server administration, computer imaging, backups, and disaster recovery.
- Proficiency with Microsoft 365 Environments and tools, including Endpoint Manager, Purview, Intune, and Identity.
- Proficiency with networking equipment, including firewalls, switches, routers, site-to-site VPNs, and VoIP.
- Previous experience with virtualization technologies such as Microsoft Hyper-V and Proxmox.
- Previous experience with SAN/NAS storage systems and high-availability clusters.
- Previous experience in accomplishing projects from conception to completion with high accuracy and attention to detail.
- Prior work experience in a position with rapidly changing priorities and deadlines.

- Valid driver's license and driving history that meets SOE driving standards – Successful completion of the Orange County Defensive Driving Course.

Preferred:

- Bachelor's degree in computer science, Networking Administration, Cyber Security, Information Systems, or related field.
- CompTIA Cybersecurity Analyst (CySA+), Network+ and Security+ certifications.
- Microsoft 365 Certified: Security Administrator Associate certification.
- Juniper Junos Associate (JNCIA-Junos) certification.

Position Functions and Duties

- Conduct vulnerability scans, patch management, CVE monitoring, and regular tabletop exercises to raise awareness in the office.
- Work closely with the CIO to ensure that Incident Response/Recovery plans, audit trails, and risk exposure documents are up to date.
- Monitor SIEM and log aggregation systems for anomalies and signs of compromise.
- Installation, configuration, administration, and maintenance of computer networks and systems, including managed switches, routers, wireless access points, NGFW, VPNs, virtualized environments, cloud services, servers, storage systems, and other physical hardware.
- Maintain and monitor servers, storage systems, and network traffic utilization, and develop strategies to improve overall performance.
- Maintain Standard Operating Procedures (SOPs) and diagrams for servers, networks, domain controllers, and file storage infrastructure.
- Develops and maintains network and cybersecurity procedures, including contingencies against external threat attacks.
- Assist with election equipment tasks such as fixing devices, assisting with builds and troubleshooting networking issues at polling locations.
- Remain current on emerging technology that may benefit the SOE systems and users.
- Participate in new development, design, and enhancement of systems and networks.
- Provide technical support to end-users.
- Effectively communicate issues to coworkers and supervisors and collaborate on solutions.
- Work closely with the Information Technology team, assisting the Helpdesk Technician and Systems Administrator with projects based on workload.
- Perform other duties as assigned.

Working Conditions

The majority of the work is done indoors, in an air-conditioned office seated at a desk facing a computer screen. Occasionally this role will require work in the warehouse, in which some areas may have elevated temperatures with exposure to dust, dirt and noise. Requires frequent contact with management, co-workers, and other internal personnel of the SOE to provide support with systems administration tasks.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

Special Equipment

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: multi-line phone system, computers, laptops, tablets, iPads, scanners, modems, routers, printers, election equipment, power hand tools, hand truck, network tools, audio visual equipment, and company vehicles.

Physical And Mental Demands

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Driving	Bending	Repetitive Wrist Motion
Pulling	Pushing	Hand – Eye Coordination
Carrying	Moderate Lifting (up to 50 lbs.)	Standing
Climbing	Focus for Extended Periods	Reaching
	Sitting	Walking
	Grasping	Reading
	Twisting	Problem-Solving
		Comprehending
		Decision-Making