HUTCHINSON
INFORMATION TECHNOLOGY

TITLE   SR NETWORK ADMINISTRATOR

DEPARTMENT   INFORMATION TECHNOLOGY

SUPERVISED BY   IT DIRECTOR

POSITION OBJECTIVE   This is a technical role serving both the City of Hutchinson and Hutchinson Utilities Commission (HUC). The Sr Network Administrator is responsible for overseeing and enhancing the organization's network security programs and provides support and guidance to the IT Technician and Network Administrator. This position also serves as the backup to the Network Administrator.

DUTIES AND RESPONSIBILITIES

1. Security Programs
   a. Develop, manage, and enhance various security programs throughout the City and HUC.
   b. Maintain compliance with BCA and State of Minnesota security mandates
   c. Maintain Water Plant security programs, including administration of tabletop exercises with necessary staff
   d. Develop, implement, and monitor cybersecurity strategy
   e. Develop and maintain SCADA security for gas and electric systems in accordance with NERC/FERC standards
   f. Maintain security and network integrity for the Water and Waste Water SCADA systems.
   g. Monitor networks and systems for breaches, threats, or suspicious activity
   h. Conduct regular vulnerability assessments and penetration tests
   i. Develop, implement, and enforce security policies, procedures, and best practices
   j. Investigate security incidents and generate detailed reports
   k. Collaborate with departments to ensure secure application development and system integration
   l. Stay informed on current cybersecurity trends, tools, and threat intelligence
   m. Provide cybersecurity training and awareness for staff
   n. Assist with disaster recovery planning and overall risk management

    o. Ensure compliance with relevant laws, regulations, and frameworks (e.g., NIST, ISO 27001, HIPAA, GDPR)

    p. Manage security camera systems

2. IT Team Support
   a. Collaborate with Network Administrator, IT Technician, and as needed, the IT Director, to ensure effective network operations
   b. Provide technical assistance and backup support, as needed
   c. Share insights and recommendations to improve system performance and security
   d. Assist with documentation, troubleshooting, and implementation of network solutions

3. Network Support
   a. Serve as the primary backup to the Network Administrator.
   b. Manage and monitor server infrastructure daily
   c. Administration and oversight of system backups
   d. Design, implement, and support Microsoft Windows networks, including Active Directory, MS SQL Server, and Exchange
   e. Provide departmental support with research, planning, implementation, and integration of new technologies
   f. Complete assigned IT projects independently
   g. Troubleshoot and resolve problems for network and system issues
   h. Maintain hardware and software inventories in collaboration with the IT Specialist

4. Police Systems Support
   a. Assist Police personnel with technical support for investigations, including:
      i. Extract data from mobile phones and other devices for investigative purposes
      ii. Direct support with digital evidence gathering
   b. Oversee mobile technology systems in patrol vehicles
   c. Serve as a backup to the IT Specialist in maintaining mobile systems and hardware used by law enforcement
5. Attends safety training as required and adheres to all safety rules and regulations.
6. Performs related work as required and other duties as assigned

EQUIPMENT
General Office Equipment

REQUIRED QUALIFICATIONS

- **Education/Experience/Certifications**

- o 4 year degree in Information Technology, or related, plus 3-5 years' relevant experience
  OR
- o Two year degree in Information Technology, or related, plus 5-7 years' relevant experience
- o Possession of a valid Minnesota driver's license.
- **Knowledge, Skills, & Abilities**
  - o Experience with Windows servers, Active Directory, network security and Microsoft 365
  - o Ability to explore and learn new technology to support network infrastructure and the ever-changing landscape of Cybersecurity.
  - o Ability to multitask and prioritize projects
  - o Ability to communicate effectively and clearly with people with limited computer knowledge
  - o Ability to maintain effective working relationships with City and Utilities staff and vendors
  - o Ability to lift and move equipment up to 50 pounds, to sit for extended periods of time, and to use a keyboard for a high percentage of the workday.

DESIRABLE QUALIFICATIONS

- **Education/certifications**
  - o Microsoft 365 Certified
  - o Two years' work experience at a government entity

- **Knowledge, Skills, & Abilities**
  - o Experience and working knowledge of virtual server environments
  - o Microsoft 365 Administration experience
  - o Knowledge and understanding of PCI compliance.

WORKING CONDITIONS
Regular daytime hours with some flexibility. Some variation in hours for evening and weekend work or call-ins

The position will be a mix of working independently, along with tasks that will involve a group effort. In times of high workloads, the position will be subject to high pressure and stress.

Grade 180 position

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear.
- The employee frequently uses hands and fingers to handle or operate computers, tools, or controls and reach with hands and arms.
- The employee may occasionally be required to climb ladders or step stools, stoop, kneel, crouch, or crawl, particularly when running cabling or accessing equipment in tight spaces.
- Must occasionally lift and/or move up to 50 pounds (e.g., servers, network hardware, or office equipment).
- Vision abilities required include close vision, distance vision, color vision, and the ability to adjust focus—especially for working with small components, screens, or color-coded cables.
- Ability to work at a computer workstation for extended periods of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

This position operates in a professional office environment within the Information Technology (IT) department. Daily work involves extensive use of computers, servers, and other technical equipment. This role requires frequent interaction with hardware and software systems and may involve work in data rooms or network closets with elevated noise levels or cooler temperatures. Tasks are generally performed at a desk but may occasionally require movement throughout the building to provide on-site support. The environment is climate-controlled, with standard business hours, although after-hours or on-call work may be required during system maintenance or emergencies. Some lifting of equipment (up to 50 pounds) and occasional travel between city buildings or remote sites may be necessary. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.