



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Network Administrator I

The Pennsylvania Treasury Department is looking for a dedicated individual who is interested in a rewarding career in government service, where you serve others and the greater public good every day. The Network Administrator assists a higher-level network specialist in the administration of networks in the areas of network support, server support, network managed services, VoIP and VMware VDI solutions.

TREASURY DEPARTMENT OVERVIEW

The Pennsylvania Treasury Department is an independent agency led by the elected State Treasurer and one of the largest state treasuries in the country, serving as custodian of more than \$150 billion. Treasury plays a critical role in state government operations, acting as the custodian, investor, and disbursing of funds for nearly all state agencies. Treasury also offers a wide range of programs and services to Pennsylvania families, including the PA 529 College and Career Savings Program; the PA ABLE Savings Program for people with disabilities; and our work to return more than \$4 billion of Unclaimed Property to its rightful owners.

DESCRIPTION OF WORK

- Configures and maintains the VMware VxRail solution.
- Develops, implements, configures, and documents the VMware VDI solution for our agency.
- Configures and maintains VDI solution via UAG, Horizon Gateway and Virtual Center. This includes both persistent and instant clone desktops.
- Configures and maintains virtual applications that are accessible via the Horizon client.
- Configures and maintains on-prem VoIP solution including call centers.
- Develops and administers the disaster recovery and continuity of government plans.
- Troubleshoots and resolves complex network problems referred from the help desk.
- Utilizes various types of tools and techniques to test, verify, troubleshoot, and resolve complex agency wide network problems.
- Monitors network performance through the use of various network management tools.
- Develops procedures for network optimization and approves procedures recommended at lower levels for network optimization.
- Responds to escalated incidents and events through diagnosis and troubleshooting and works with end users and service providers to resolve problems.
- Evaluates current and future demand on the network and recommends and justifies upgrades.

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- Plans and designs complex network configurations and participates in designing the most complex network configurations to enable the integration of network operating systems, platforms, and protocols to ensure network performance and security.
- Develops policies and standards for, and implements, controls, and monitors agency wide network security mechanisms.
- Determines access controls and standards for switches, routers, or other communications hardware and their associated software to support connectivity with other networks, platforms, and protocols.
- Installs, configures, and maintains switches, routers, or other communications hardware and their associated software to support connectivity with other networks, platforms, and protocols. Installs, tests, and maintains network cabling found in a network environment.
- Develops policies and procedures.
- Manages agency level firewall hardware and software that includes responsibility for approving the firewall policies, rule sets, and specifications.
- Establishes and maintains security for demilitarized zones and secure subnets.
- Works with external vendors to resolve complex hardware and software issues on the firewalls.
- Installs or oversees the installation of server hardware and peripheral components following design or installation specifications and ensures operability.
- Develops design or installation specifications for network operating systems.
- Develops standards and procedures guiding access and use of network resources.
- Installs or updates software such as network operating systems, utility and other network software utilized in a complex network environment and tests to verify correct system operation.
- Develops standards and procedures for the installation and configuration of network software.
- Plans, configures, customizes, develops, implements, and maintains central directory services, naming systems, trusts, and group policy standards.
- Plans, designs, scripts, tests, and places into production complex tools and utilities for use on the network.
- Integrates statewide networks carrying multiple forms of communication traffic on a variety of platforms with Local, Wide, and Metropolitan Area Networks.
- Proposes engineering solutions to network design and communication problems.
- Develops network designs for the implementation and support of multiple platform agency wide or multi-agency applications, which includes network capacity planning.
- Monitors network status and determines additional hardware and software requirements and prepares technical specifications for hardware, software, and services acquisition.
- Directs and consults with vendors, consultants, or contractors providing specific services or functions for establishing and maintaining networks.
- Participates in program planning functions providing input regarding network capabilities and potential in meeting program objectives and engineers the network to incorporate change.
- Conducts feasibility and cost comparison studies and makes recommendations based on the findings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of network communications in an inter-network environment.
- Knowledge of industry standards and protocols, concepts, and best practices in the planning, design, implementation, and integration of network communications systems.
- Knowledge of the functions, capabilities, and design of network hardware and software used in a network environment.
- Knowledge of the processes and procedures involved in the installation and configuration of network hardware and software used in a network environment.
- Knowledge of the process of installing and configuring hardware and software on desktop computers and peripherals.
- Knowledge of troubleshooting techniques in a network environment.
- Knowledge of network security industry standards and best practices.
- Knowledge of scripting used in a network environment.
- Knowledge of physical cabling and wiring specifications.
- Ability to read and interpret technical computer manuals, procedures, and specifications.
- Ability to communicate effectively orally.
- Ability to communicate effectively in writing.
- Ability to establish and maintain effective working relationships.

MINIMUM EXPERIENCE AND TRAINING

Three years of information technology experience that includes two years of technical experience in network operation or network maintenance, and an associate's degree in any information technology field; or

Five years of information technology experience that includes two years of technical experience in network operation or network maintenance; or

An equivalent combination of experience and training that includes two years of technical experience in network operation or network maintenance.

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WORK SCHEDULE AND ADDITIONAL INFORMATION

Full-time employment: 37.5 hours

Work hours: 8:00AM-4:30PM

Starting Salary Range: \$71,000-\$86,000 (Dependent on Experience)

Location: This position is headquartered in Harrisburg. This position is eligible for full time telework. Management may discontinue the telework arrangement at any time, for any reason. In order to telework, you must have a securely configured high-speed internet connection. You will be required to report to the headquarters office in Harrisburg when needed. If you are unable to telework, you will report to the headquarters office in Harrisburg. The location where you perform your telework must be located within the Commonwealth of Pennsylvania.

In addition to the base salary, Treasury offers an attractive benefits package. Benefits include multiple medical plan options; supplemental benefits including prescription, dental and vision insurance plans; retirement plan; optional deferred compensation plan; group life insurance; voluntary insurance programs; and paid leave benefits including vacation, sick and parental.

A perpetual institution, Treasury is proud to engender and facilitate an environment that fosters the personal development, intellectual enrichment, and professional advancement of its employees. Treasury is also committed to creating a diverse and inclusive environment and is an equal opportunity employer. All qualified applicants will receive due consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

CONTACT INFORMATION

For immediate consideration, please submit a resume by May 25, 2023, to: Pennsylvania Treasury Department at hr@patreasury.gov. Questions may be directed to Human Resources at 717-787-5979.

For more information about Treasury, visit www.patreasury.gov.