

*Employment Opportunity:*  
**Network Administrator**

South Dakota Legislative Research Council, Pierre, South Dakota

The Legislative Research Council (LRC), the nonpartisan research and support staff of the South Dakota Legislature, is accepting applications for a permanent full-time Network Administrator. The Network Administrator will analyze, design, recommend, and implement pro-active solutions or new innovations concerning the ongoing operations, maintenance, and security of the South Dakota Legislature's independent IT network, devices, and services. An applicant must have a working knowledge of network operations, services, hardware and software for cloud and traditional on-premise networks and devices. Current knowledge of hardware and software security best practices, implementation, and administration is required. Applicants should be eager for the opportunity to work in a professional, positive, team environment and be honest, trustworthy, and discrete. The ability to explain technical issues to non-technical staff and users is essential.

**Duties and Responsibilities:**

- Performs network planning, design, and implementation to develop effective network operation and ensure performance and security.
- Implements, administers, and provides advanced technical support for servers, user devices, printers, routers, switches, firewalls, phones, software, security updates, and patches.
- Sets procedures for adequate backup and restoration processes to ensure system and file integrity.
- Recommends and manages firewalls, filtering, and security architecture for network and associated systems.
- Creates and manages user and service accounts and permissions.
- Evaluates, tests, and recommends software and hardware needs.
- Oversees committee room audio-visual equipment planning, integration, maintenance, and room checks.
- Daily activities include identifying, analyzing, and resolving issues with servers, cloud services, user devices, printers, wired and wireless services, software, and other duties as assigned.

**Minimum Qualifications:** The successful candidate must possess the following:

- A Bachelor's degree from an accredited university or college in computer science, computer networking, related field, relevant IT certifications, or equivalent experience;
- Minimum 3 years' experience designing, managing, and working directly with networks and related computer hardware/software;
- In-depth knowledge of networking principles and protocols including routing, switching, DNS, TCP/IP, DHCP, and VPN;
- Experience with Windows Client/Server Environment, Windows 10 & 11, Server 2016 & 2019, IIS, WSUS, Active Directory, SQL Server Management, Exchange, File Server, Print Server, and Virtualization;
- Preference for experience with Azure, Microsoft 365, Meraki, VMware, and Vibre.

**Salary Range:** The Network Administrator salary will range from \$74,282 to \$114,422 annually, with a market goal of \$92,852. Actual starting salary will depend on qualifications and experience.

**Application Process:** This position is exempt from the Career Service Act. Applications will be accepted through **October 27, 2023**. Any application or resume submitted for consideration will be kept confidential. Applications (consisting of a letter of interest, resume, and up to five references) should be submitted through the South Dakota Bureau of Human Resources website or via hard copy or e-mail to:

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