



An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-064	Network Administrator
Number of Openings	Compensation (Depending on Experience, DOE)
One (1) (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$76,601.82 (Step 1) - \$122,459.38 (Step 20) annually <i>The typical starting range for this position is between \$76,601.82 and \$84,554.08 DOE</i>

Opening Date	Closing Date
December 26, 2024 <i>Applications are reviewed on a rolling basis.</i>	January 9, 2025 (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> ▪ Complete an application online - to apply, click here ▪ Submit a cover letter and resume <p style="text-align: center;">Incomplete applications will not be considered.</p> <p><small>*Applicants who meet minimum qualifications are not guaranteed an interview.</small></p>	<p>Upon a conditional offer of employment, the candidate must successfully:</p> <ul style="list-style-type: none"> ▪ Complete a background investigation which may include: <i>(education, criminal history, credit, fingerprints, and DMV)</i> ▪ Pass a workplace drug test within 72 hours* ▪ Possess a valid State of Nevada driver's license ▪ Possess a clean driving record

***As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.**

Employee Benefits
<p>Pay is only part of your generous compensation package while working for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer Funded or Employee/Employee-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Under the Public Service Loan Forgiveness (PSLF) program, student loan forgiveness is available to qualified individuals.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Network Administrator to join our team. SNRHA provides affordable housing to low- and moderate-income households through its public housing programs. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snrha.org.</p> <p>If relocating from out-of-state, more than its famous strip, which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with terrific neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S., with residents enjoying no state income tax, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>Under direct supervision reporting to the IT Security Officer, the Network Administrator plays a critical role in ensuring the reliability and security of the organization's technology infrastructure. This position manages, monitors, and maintains the organization's wide area network (WAN), local area network (LAN), servers, routers, switches, and data centers. The Network Administrator collaborates with stakeholders to assess technology needs, recommend solutions, and implement efficient and secure technology applications across the organization.</p>

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Provide help desk and desktop support via the work order system.
- Administer, maintain, and install WAN/LAN, WLAN networks, and telecommunications equipment, external internet connections, website, and intranet; monitor performance using administrative tools and report issues/recommendations
- Monitor and maintain network and system security, manage user access, implement virus protection, report breaches, and make recommendations to leadership.
- Track all electronic devices (e.g., computers, laptops, VoIP phones, etc.) via asset tracking software and ensure proper maintenance of servers (physical, virtual, on-prem, and cloud-based) and backups.
- Administer hardware/software contracts and licensing; ensure compliance and proper implementation of maintenance/support agreements.
- Work with vendors for technology purchases, VoIP maintenance, and problem resolution.
- Administer and maintain the Authority's external website and intranet.
- Stay current with technological changes and make recommendations for advancement in the organization.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {USC § 552A} as amended.
- Demonstrate courteous and cooperative behavior when interacting with clients, visitors, and SNRHA staff to support the relationship between SNRHA and the constituent population.
- Perform related duties and responsibilities as required.

*This position is **not eligible** for participation in the collective bargaining unit (SEIU) that represents certain Southern Nevada Regional Housing Authority employees.*

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well (s) they meet the position's minimum qualifications and the agency's immediate needs. Applicants must possess the following:

- Bachelor's degree in Computer Science, Information technology, or related field and three (3) years of network and server management experience.
- An equivalent combination of education and experience will be accepted.
- Licenses and Certifications
- A valid Nevada state-issued Driver's license is required at the time of application.

Preferred Qualifications

Preferred qualifications are desired above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Cisco, Microsoft, and/or Cloud Technologies certifications preferred; may be required to obtain additional specific technical certifications
- Demonstrated experience working within a public housing authority or similar government organization.

Knowledge, Skills & Abilities

- Working knowledge of principles, techniques, and capabilities of computer systems.
- Excellent problem-solving and critical-thinking skills.
- Keen attention to detail.
- Ability to read and interpret complex technical materials, gather, correlate, and summarize technical data and analyze results.
- Good organization, time management, and prioritization skills.
- Effective communication skills, including speaking, writing, and active listening.
- Great Customer Service and interpersonal skills.
- Knowledge and skill in Windows Applications, M/S Office Suite, Visio, Adobe Acrobat, photo and video editing, and other applicable systems.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Minimum qualifications are used as a first step in identifying applicants who may perform satisfactorily on the job. Applicants who "meet" minimum qualifications are further assessed to determine how well they meet the minimum qualifications for the position. Evaluation factors include but are not limited to a cover letter, resume, writing samples, pre-employment testing, panel interviews, references, performance evaluations, and background investigation.

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Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

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Network Administrator