



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Network Team Leader
DEPARTMENT.....: Finance
DIVISION.....: Information Technology
CLASSIFICATION/GRADE.....: Network Team Leader/210
REVISED.....: 06/2022
REPORTS TO.....: Network Administrator
REVIEWED.....: 06/2022
WAGES.....: Exempt (Salary)

SUMMARY:

Under the direct supervision of the Network Administrator, the primary responsibility of this position is to maintain the daily operations of the network and provide assistance to Network Administrator. Responsible for directing, scheduling, and monitoring the work by the network support personnel. Performs all duties listed under BASIC FUNCTIONS.

BASIC FUNCTIONS:

1. Create weekly work schedule and assignments for network support personnel.
2. Maintain knowledge of the status of all on-going support request and projects.
3. Meet with various vendors, agencies, and user to determine technical needs and requirements.
4. Train network support personnel on network changes and new techniques.
5. Configure and maintain all networking switches, routers, and cyber security devices.
6. Configure and maintain PC and virtual server environments.
7. Install and support end-user hardware including (but not limited to) computers, tablets, printers and scanners.
8. Assist in maintaining network and server security.
9. Assist in maintaining VoIP Phone System.
10. Install, support, and troubleshoot of network cabling.
11. Perform daily data and system backup.
12. Work with vendors and various department and agencies on the purchase of computers, related equipment and software.
13. Must keep abreast with new technology and products.
14. When instructed or scheduled, may need to work after hours to perform various duties.
15. Perform any and all duties as required or instructed.

OTHER REQUIREMENTS:

1. Must obtain and maintain security clearance.
2. Must be a strong team player with the willingness to help others.
3. Must have the ability to multitask and manage projects under tight deadlines.
4. Ability to work well with the general public, computer users and sale representatives.
5. Be able to physically move and setup computers and related equipment.
6. Requires strong problem solving and decision making skills.
7. Must have a valid Louisiana Driver's License.

EDUCATION/EXPERIENCE:

1. College degree in Computer Science from an accredited college or university. Consideration will be given to equivalent experience and/or computer related courses from business colleges or schools.
2. At least five (5) years' experience with the operations and installation of PC based network systems.
3. Knowledge of the latest versions of: VMware Infrastructure suites, Microsoft Windows Server, Microsoft Active Directory, Exchange Server, and macOS/ISO is highly desirable.
4. Experience with routers, switches and firewalls.
5. Working knowledge of VoIP PBX systems.