

Job Title: Sr. Network/System Administrator – Alabama Appellate Courts and State Law Library

Job Code: IT SYSTEM SPECIALIST, SR. (10518)

Grade: Commensurate with experience and qualifications

Location: Alabama Appellate Courts and State Law Library in Montgomery, AL

Reports to: CIO

Job Overview:

The Senior Network/System Administrator is a critical role tasked with ensuring the operational integrity, security, and efficiency of the network and system infrastructure within the Alabama Appellate Courts and State Law Library. The individual in this position will leverage high-level technical skills to address complex issues, support the IT infrastructure, and implement strategic initiatives in alignment with organizational goals. Experience with MS Azure is highly desirable, reflecting our commitment to modern, scalable, and secure cloud-based solutions.

Key Responsibilities:

1) Network and Systems Administration

- Design, configure, and maintain the infrastructure, including on-premise and Azure cloud environments.
- Monitor performance, manage security protocols, and ensure efficient operation of data backup and disaster recovery processes.
- Help manage vendor relations for the acquisition and maintenance of hardware and software resources.

2) Security and Compliance

- Implement and monitor security measures, particularly within the Azure platform, to protect sensitive data and IT resources.
- Ensure compliance with state and federal regulations, with a focus on cloud security standards.

3) IT Support and Maintenance

- Offer advanced technical support, addressing and resolving high-level network and systems issues.
- Coordinate maintenance schedules for systems and software updates, including Azure services.

4) Strategic Planning and Documentation

- Participate in IT strategy sessions, contributing insights on cloud solutions and digital transformation.
- Maintain accurate documentation for system configurations, changes, and operational procedures.

5) Collaboration and Liaison

- Work across departments to identify and implement IT solutions that support organizational objectives.
- Act as a key intermediary between the IT team and Director of IT, facilitating strategic IT initiatives.

6) Other Duties

- Undertake additional tasks as assigned by the Director of IT, which may include mentoring, participating in professional development opportunities, and leading special projects.

Minimum Qualifications:

- 1) **Education:** Bachelor's degree in Computer Science, Information Technology, or related field.
- 2) **Experience:** At least 5 years of experience in network and systems administration, with specific experience in managing MS Azure environments highly desirable.
- 3) **Certifications:** Preferred certifications include CCNA, CCNP, MCSE, or equivalent, with Azure-related certifications (e.g., Microsoft Certified: Azure Administrator Associate) highly regarded.
- 4) **Skills:**
 - Deep understanding of networking, server technologies, and cloud computing, particularly Microsoft Azure.
 - Proficient in security practices related to cloud environments and data protection.
 - Strong analytical and problem-solving abilities, capable of managing complex technical issues.
- 5) **Communication:** Excellent communication skills, with the ability to explain technical concepts to non-technical stakeholders.
- 6) **Character:** Must exhibit integrity, professionalism, and confidentiality, crucial for handling sensitive judicial information.

Additional Information:

This position requires a background check. Candidates may be asked to provide references.