



BINGHAM COUNTY

Is Recruiting for the Position of

Systems and Network Administrator September 10th 2025

Current:

Salary: Starts at \$64,230.40 Annually – DOQ/DOE

Effective October 1st 2025

Salary: Starts at \$66,809.60 Annually – DOQ/DOE

Full time - County Benefits Included:

Including 13 Paid Holidays/6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)

Closing Date: Open Until Filled

Pay Grade: N29

FLSA Designation: Exempt

Purpose Of Class/Primary Function

Under general direction of the Information Technology Director, responsible for organizing, modifying, installing and supporting Bingham County's Network/Computer systems. Deploys and maintains Local Area networks (LANs), Wide Area Networks (WANs), Internet and Intranet systems and network segments. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

Essential Duties and Responsibilities (will vary by assignment)

- Install and support LANs, WANs, network segments and intranet systems.
- Install and maintain network hardware and software.
- Analyze and isolate issues.
- Monitor networks to ensure security and availability to specific users.
- Evaluate and modify systems performance.
- Identify user needs.
- Maintain integrity of the network, server deployment and security.
- Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations.
- Perform network address assignment.
- Assign routing protocols and routing table configuration.
- Assign configuration of authentication and authorization of directory services.
- Maintain network facilities in individual machines, such as drivers and setting of personal computers as well as printers.
- Maintain network servers such as file servers Virtual Private Network (VPN) gateways and intrusion detection systems.
- Administer servers, desktop computers, printers, routers, switches, firewalls VOIP Phones, software deployment, security updates and patches.

- Secure network by developing network access, monitoring, control and evaluation; maintaining documentation.
- Upgrades networks by conferring with vendors; developing, testing, evaluating and installing enhancements.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintain personal networks; participating in professional organizations.
- Protects confidentiality.
- Ensures continuity and statutory compliance through adequate back-up systems and protocols.

Specialty Areas

- Required: Windows Active Directory experience. Must be able to understand, administer and support 24x7 Law Enforcement System and Networks and work with various state agencies and corporate vendors to troubleshoot state and local interagency law enforcement networks and systems. Must be able to learn and become proficient in various specialty government software suites, physical security systems including IP cameras, DVR's and physical access control. Must be available for on-call status. Will support various additional specialty areas as assigned. Must be able to adapt and learn.
- Preferred; experience with Group Policy, Microsoft Infrastructure services, Dynamic Host Configuration Protocol (DHCP), Domain Name Systems (DNS), Windows Internet Service (WINS) and Remote Authentication Dial In User Service (Radius); experience with VMware server virtualization; knowledge of VOIP telephony systems and the ability to manage and troubleshoot networking or day to day issues.

Qualifications and Competency Requirements

Essential:

- Systems Administration/Network Engineer experience.
- Minimum of five years working in Information Technology industry.
- Proficiency in: Microsoft Office 2019 and above, Microsoft Exchange 2019, Microsoft server 2019 and above, Microsoft SQL Server 2017 and above, Microsoft Hyper-V, VMware 7.0 and above, Storage Area Network (SAN) and Network Attached Storage (NAS) storage devices, Active Directory, Mikrotik and Fire Walls, Remote Desktop Protocol (RDP) and Remote Apps, Internet Protocol (IP) Networking and Management, Dell and HP Server Hardware, Dell workstations, IP printers, Scanners and All in one workstations (AOI) along with iPads.
- Network, Software, Hardware & Storage troubleshooting skills.
- Wireless networks, planning, deployment and management.
- Experience with Microsoft Entra ID, Intune, Office 365, and other cloud services
- Experience with Sophos firewalls and other products

Preferred:

- Motorola CAD, E911, and PSAP software experience.
- Computer Arts County software suite and law enforcement software suite.
- ArcGis.
- Law Enforcement third party software and hardware.
- Idaho Supreme Court software and hardware.
- Mailstore appliances and management
- Ability to interface with all departments and personnel.
- Ability to interface and communicate with third-party vendors.
- Communicate effectively through oral and written means.
- Self-Starting and motivating.
- Ability to work efficiently without supervision.

- Ability to multi-task and work on various projects simultaneously.
- Ability to work with outside vendors and consultants on a daily basis.
- Current Drivers license.
- Will need to pass a background check to be able to work in law enforcement and jail areas.

Work Environment

- Works indoors in limited office space, with adequate lighting, temperatures and ventilation.
- Normal exposure to noise and stress but subject to frequent disruptions.
- Normal exposure to dirt/dust.
- Travels occasionally when needed to go to outlying offices, e.g. Road & Bridge, Central Transfer Station, County Landfills and Extension Office.

Essential Physical Abilities

- Sufficient clarity of speech and hearing which permits the employee to discern verbal instructions and communicate effectively with the public and other employees in person and by telephone;
- Sufficient visual acuity which permits the employee to comprehend written work instructions, review, prepare, and evaluate documents and file them in a prescribed order, and organize and file documents and materials;
- Sufficient manual dexterity which permits the employee to operate a personal computer, standard office equipment, specialized court recording and transcription equipment, and a motor vehicle;
- Sufficient strength to lift and carry objects up to 25 pounds occasionally;
- Sufficient personal mobility, flexibility, strength, and agility which permits the employee to lift up to 25 pounds, to sit and work at a keyboard for an extended period of time, and work in an office and courtroom environment.
- Jobs in this class require lifting or moving up to 25 pounds occasionally. The employee is regularly required to stand; walk; sit; bend; stoop, crouch, and stretch. The employee is frequently required to use hands to operate a computer keyboard and standard office equipment; to handle or feel; and to reach with hands and arms.
- Must be able to perform the basic functions of the job.

Machines Typically Operated

- General computing and networking equipment, including: phones, computers, fax machines, printers, etc.

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.binghamid.gov, then click on Human Resources and that will take you to our web page and on the left side you will see “Employee Benefits”, if you click on this you will see our Benefits page.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.

Items that must be attached to the Application

Valid Idaho Driver's License
Resume

If your application is not complete or does not have the required documentation, you may not be considered for this job posting.