

JOB VACANCY NOTICE

Texas Lottery Commission
P.O. Box 16630, Austin, Texas 78761-6630
Telephone: (512) 344-5000

Network Specialist

Posting Number: 100620

Posting Date: 10/09/2020

Closing Date: Open Until Filled

Salary: B22, \$51,614 - \$84,479/yr.

Number of Vacancies: 1 Full Time

FLSA Status: Computer-Exempt / Network Specialist IV (0290)

Division: Administration

Work Location Address: 611 East 6th Street, Austin, TX 78701

Refer to: Human Resources

Telephone: (512) 344-5000

Job Summary:

Performs highly complex (senior-level) network work associated with the agency information technology (IT) telecommunications networks and computing infrastructure (hardware, software, security, performance, and planning). Work involves coordinating activities associated with local and wide area networks; planning, designing, and integrating data telecommunications networks, policy development, training, monitoring and analysis of existing hardware and software; and evaluating potential infrastructure enhancements. May coordinate the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. This position reports to the Technical Services Supervisor.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in Computer Science, Data Processing, Management Information Systems, or related field is required. (Relevant work experience, in excess of the required two years experience listed below, may be substituted for college on a year-for-year basis.) OR Graduation from a two-year Technical College with major coursework in networking is required.
- Two years experience in Microsoft server management is required.
- Two years experience with WAN and Ethernet LAN management is required.
- Two years experience administering Active Directory Services and is required.
- Two years configuring Network Routers and Switches is preferred.
- One year experience with hardware virtualization technologies (such as VMware or Microsoft) is preferred.
- Experience supporting and troubleshooting server hardware and components is preferred.
- Experience supporting Domain Name Services is preferred.
- Experience with Voice over IP telephony technologies is preferred.
- Experience with Microsoft Office 365 administration is preferred.
- Experience with Microsoft Exchange server administration is preferred.
- Experience with network and endpoint security software is preferred.
- Experience with Microsoft Windows PowerShell administration and scripting is preferred.
- Willingness to work irregular hours, including evenings, weekends, and holidays and travel up to 10% for work-related purposes as required.

Knowledge, Skills, and Abilities:

- Thorough knowledge of networks, network management, systems, and application security and of personal computer hardware and software.
- Thorough knowledge of domain and network design and topologies.

- Thorough knowledge of Microsoft Windows server and desktop operating systems.
- Extensive knowledge of microcomputers and peripherals.
- Extensive knowledge of file management and disk utilization for I/O optimization.
- Skills in inductive and deductive reasoning.
- Ability to use and operate standard office and computer equipment.
- Ability to troubleshoot network problems and develop appropriate solutions.
- Ability to work within a team environment to produce high-quality results.
- Ability to interpret and comply with the State Lottery Act, Lottery Rules, Bingo Enabling Act, Bingo Rules and Regulations.
- Ability to effectively communicate orally and in writing.
- Ability to communicate effectively with vendors, users, management, and staff.

Physical and Mental Requirements:

- Must be able to stand or sit for extended periods of time and operate standard office and computer equipment.
- Ability to occasionally lift, carry, and manipulate equipment up to 50 pounds.

Essential Job Functions:

- Coordinates the design and maintenance of local area network implementations.
- Coordinates performance tuning and capacity planning activities to enhance the performance of the network resources.
- Evaluates network system plans, policies and procedures for completeness and accuracy, and plans and schedules network studies and system implementations.
- Assists in project planning tasks such as project risk assessments, alternative implementation analyses, and project status tracking and reporting.
- Assists in defining agency disaster recovery responsibilities and procedures.
- Assesses operational, technical, and support requirements for the location, installation, operation, and maintenance of data communications and agency network systems.
- Evaluates network technologies for potential acquisition and assists with the evaluation of various hardware and software resources to identify strengths, weaknesses, and potential benefits to the agency.
- Monitors the operational network environment, including network security and takes corrective measures to ensure efficient performance, security and stability.
- Assists with the preparation of budget recommendations for network facilities, with the analysis of user support statistics, and with the implementation of appropriate measures.
- Performs related duties as assigned.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

HOW TO APPLY:

Each position applied for must have a separate State of Texas Application for Employment submitted referencing the above position number and title by application deadline to:

Texas Lottery Commission
 Human Resources Department
 Post Office Box 16630
 Austin, Texas 78761-6630

This application may be obtained at the Lottery Headquarters, any Lottery Claim Center, or Texas Workforce Commission offices throughout the State. A completed State of Texas Employment application must be received in our Human Resources office or any Lottery Claim Center statewide by 5:00 p.m. of the closing date stated on the job posting.

Applications submitted via express or overnight delivery mail services should be mailed to the following address:

Texas Lottery Commission
Attention: Human Resources
611 East 6th Street
Austin, Texas 78701

Applications may also be submitted electronically through the Texas Workforce Commission's workintexas.com online system by 11:59 p.m. of the closing date stated on the job posting. When a job opening is posted open until filled, it is best to apply as soon as possible, as the posting may close or be placed on-hold at any time with or without prior notification. Applications will NOT be accepted via fax or email.

Applicants are solely responsible for timely delivery of applications by the deadline.

Proud of Our Diversity - Committed to Equal Employment Opportunities

Applications are not accepted unless submitted for a particular position. Resumes will not be accepted in lieu of the State of Texas application. Only applicants who are invited to interview for the position will be advised of the outcome of the selection process. Tele-conferencing or video-conferencing may be provided for distant interviewees. Selection for the position will be subject to an extensive criminal background investigation. In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office. The State Lottery Act contains provisions that set out causes for rejection if applicable. All positions serve at the will of the Executive Director. Job line information is 1-800-375-6886. Persons with a disability needing special services should call 512-344-5000 three (3) days in advance so that appropriate arrangements can be made.

E-Verify

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.