



**Liberty Mid-Atlantic HIDTA**

<b>Job Title:</b>	Computer System Analyst 4/5 (IT Network Administrator)	<b>Pay Grade:</b>	AG09/AG10 (depending on qualifications)
<b>Department/Group:</b>	Information Technology Initiative	<b>Travel Required:</b>	Occasional Local and Minimal Overnight
<b>Location:</b>	7801 Essington Ave. Philadelphia, PA	<b>Position Type:</b>	Full Time, Non-Civil Service

**Job Description**

**ABOUT US**

The Liberty Mid-Atlantic High Intensity Drug Trafficking Area (LMAHIDTA) is one of twenty-nine (29) HIDTAs, a federally-funded program of the Office of National Drug Control Policy (ONDCP) overseeing grant awards that support multi-agency law enforcement, information-sharing, treatment, prevention, and support initiatives in designated regions of all fifty states, Puerto Rico and the U.S. Virgin Islands. With its main office located in Philadelphia, the LMAHIDTA serves seven (7) designated counties in southeastern Pennsylvania, northern Delaware and southern New Jersey. LMAHIDTA operates under the administrative procedures and human resource policies of the Pennsylvania Office of the Attorney General (PAOAG). Employment processes and background investigations are conducted through the PAOAG and will be subject to PAOAG policies for non-civil service positions.

**ROLE OF THE POSITION**

The Computer Systems Analyst/Network Administrator (CSA/NA) manages the LMAHIDTA's IT Initiative. This person plans, designs, procures, implements, maintains, and monitors network operations on the LMAHIDTA's wide area network (WAN) and related systems. Additionally, the CSA/NA oversees the LMAHIDTA's physical and network security measures, including building access controls, alarm systems and network protection measures. The CSA/NA is the principal advisor to the LMAHIDTA Executive Board, Executive Director and Deputy Director on matters concerning the budget, acquisition and retirement of technologies that aid and advance the mission of the LMAHIDTA, and on policies and procedures for the issuance, inventory, use, and maintenance of HIDTA-procured technology equipment to participating agencies and staff. The CSA/NA may be assisted by a full-time or part-time staff member/contractor, and/or third-party IT services vendor.

## **DUTIES**

The CSA/NA is overall responsible for the administration of this network, its devices and controls, and troubleshooting faults in the network. While external resources are employed to assist with network administration, the CSA/NA is expected to resolve most issues affecting network performance through internal capabilities.

The CSA/NA, directly or through others, shall:

- Administer and manage the LMAHIDTA's Information Technology Initiative
- Plan, budget for, assist with procurement of, implement and maintain the IT hardware, software, operating systems and network connections that ensures continuity of service for information-sharing and security of data
- Identify and make recommendations regarding new and upgraded IT system components that add efficiency, value and/or security
- Establish and maintain secure data-sharing connections with partner agencies, other HIDTAs and external sources
- Authorize network user accounts and monitor activity of account holders for compliance
- Receive requests for and provide troubleshooting services to LMAHIDTA network users
- Monitor and maintain Cloud-based applications
- Create and submit annually a proposed IT budget for review by the Executive Director and presentation to the LMAHIDTA Executive Board for approval
- Document the LMAHIDTA IT network and all modifications thereof
- Evaluate the current state of the network and plan future network upgrades and innovations
- Draft, propose, review and update IT policy and procedures
- Maintain an electronic inventory of equipment purchased with HIDTA funds as required by HIDTA Program Policy
- Assure physical and electronic security of the LMAHIDTA main office and network
- Supervise IT staff and vendors with access to the network's resources
- Manage assignment of desktop and mobile telephone devices and lines for LMAHIDTA staff
- Be prepared to respond – physically or virtually - outside normal office hours for emergencies involving network operations, building security or conditions affecting the integrity of data resources
- Represent LMAHIDTA at meetings, conferences and functions involving IT policies, data-sharing arrangements, technology resource evaluation and procurement, and related issues; occasional overnight travel may be required
- Perform other related duties as assigned by the Executive Director and/or Deputy Director as may arise

## **MINIMUM QUALIFICATIONS, EDUCATIONAL REQUIREMENTS AND ESSENTIAL SKILLS, KNOWLEDGE AND ABILITIES**

To be considered for Network Administrator, a candidate shall, at a minimum:

- Possess a Bachelor's Degree in Computer Science, Information Technologies, Information Management or related areas of study
- Have 3-5 years of progressively responsible experience in IT Network Operations/Administration; or a combination of education and experience that indicates the position holder will be able to successfully perform all required duties/responsibilities.
- Possess basic office skills, including familiarity with all Microsoft Office 365 suite applications;

- Demonstrate ability to prioritize and organize work to fulfill requirements and meet deadlines;
- Demonstrate ability to record notes and prepare summaries of meetings, briefings and other activities attended;
- Demonstrate ability to communicate effectively and professionally, orally and in writing, to include presentations to small groups
- Possess a valid Drivers License issued by the U.S. state of residence
- Possess or be able to obtain a National Security Clearance at the “Secret” or higher level
- Successfully undergo a background investigation by the PAOAG without adverse findings

#### **PREFERRED SKILLS, KNOWLEDGE AND ABILITIES**

- Working knowledge of:
  - Microsoft Active Directory
  - Microsoft Windows Networks Administration
  - Microsoft SQL Database Administration
  - Storage Area Network (SAN) Systems
  - Linux Operating Systems
  - VMware
  - Network Backup Administration
  - Experience designing and performing network vulnerability assessments
- Familiarity with:
  - Presidential Executive Order 13636, NIST Cybersecurity Framework, FedRAMP cloud product and services requirements and other governmental data security requirements
  - Criminal Intelligence Systems Operating Policies (28 CFR Part 23)
  - Commonwealth of Pennsylvania Criminal History Records and Information Act (CHRIA) requirements
  - Uniform Administrative Requirements (2 CFR Part 200) and policies and procedures for use of grant funds for procurement of goods and services
  - “Best Practices” relating to evaluation of SAAS/IAAS/PAAS solutions

#### **PHYSICAL DEMANDS**

Extensive hours of the workday are spent sitting at a workstation, standing in a server room, or moving from site to site in a vehicle. The Network Administrator, alone or with assistance, may at times be required to lift, move or carry various equipment which can exceed 50 lbs. in weight. The ability to bend down, reach overhead, work in enclosed spaces and climb ladders is also necessary from time to time.

#### **WORKPLACE ENVIRONMENT**

LMAHIDTA has a diverse group of people on staff and in its initiatives with different career experiences and educational backgrounds, all of which contribute to the criminal justice and substance use control fields in some form. Communicating and networking with people informs and develops the necessary relationships of how partnering agencies network with each other building strong collaborative efforts.

The environment is a relaxed working office with business casual attire generally being acceptable; business attire is required when attending some external meetings and functions.