

**Illinois House of Representatives
Office of Speaker Emanuel "Chris" Welch
IT Network Engineer**

Job Type: Full time, Payroll
Reports to: IT Director
Location: Springfield, Illinois
Number of Positions: 1
Date: 06-01-22

Summary: The Illinois House of Representatives is looking for an IT Network Engineer to support and maintain the day-to-day operations of the network while reporting to the IT Director. The position requires a detail-oriented, results-driven individual with strong technical, organizational, and communications skills.

Essential Functions:

- Configure, install, and maintain network components such as switches, routers, and firewalls.
- Maintain network security configuration.
- Develop and maintain patch management program for laptops, desktops, and servers.
- Develop and maintain documentation of the network.
- Possess and maintain comprehensive, hands-on knowledge of IT infrastructure and networking technologies.
- Perform other duties as assigned.

Required Qualifications:

- Three years of IT network administration that includes systems administration, network security, switch/router configuration, firewall administration, and new hardware implementation.
- Current CCNA strongly preferred.
- Skilled in: TCP/IP, switches, routers, and routing protocols, VLANs and trunking, QoS, VoIP, cabling, VPNs, Microsoft Active Directory, Azure Active Directory, and Microsoft Endpoint Manager.
- Excellent listening, oral, written, and interpersonal communication skills.
- Ability to efficiently manage simultaneous tasks and re-prioritize when necessary.
- Ability to think logically, interpret problems, present creative solutions with clarity and precision, and deliver results.
- Ability to work independently, yet quickly assimilate into a team atmosphere.
- Ability to translate technical and complex information and instructions into common, user-friendly terms.
- Effective problem-solving.

Preferred Qualifications:

- Degree in Computer Science.
- Five years IT related experience.

Qualified applicants should submit cover letter, resume, and contact information for three professional references to:

Pamela Lassiter
Human Resources Director
Illinois House of Representatives
Office of the Speaker

Room 419, Stratton Building
Springfield, IL 62706
HumanResources@hds.ilga.gov

Compensation:

- Competitive salary based on experience;
- Health, dental, vision, prescription, behavioral health, and life insurance; for details, visit <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>;
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs; and
- Competitive vacation, sick, and personal time.

Work Environment:

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois which is open to the public. Security for the Capitol Complex is provided by Illinois Secretary of State Police.
- The working environment can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days and 8:00 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

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