



## **Job Announcement**

### **Position: Network Analyst**

The Chicago Board of Elections (“Board”) is currently conducting a search for a Network Analyst. The Network Analyst will be responsible for the implementation, organization, maintenance, and troubleshooting of the Board’s network, hardware, and underlying communications protocols.

This position is classified as Exempt under the Fair Labor Standards Act.

#### **Salary**

(Commensurate with experience)

#### **Duties/Responsibilities:**

- Responsible for the day-to-day operation and monitoring of the Board’s network, servers, desktops and mobile/remote equipment ensuring optimal function and minimal downtime.
- Develops methods and tools used to test and implement new LAN/WAN equipment.
- Troubleshoots network activities and resolves network connectivity issues.
- Monitors and analyzes network load including traffic and utilization trends.
- Collaborates with network security and IT staff to develop procedures to ensure the Board’s network is protected from physical harm, viruses, unauthorized users, and damage.
- Adds users to the Board’s network, assigns, and updates security permissions.
- Trains users in the proper use of hardware and software.
- Interprets and resolves problems when notified by users or when alerted through the Board’s automated system.
- Performs other related duties as assigned.

#### **Preferred Qualifications:**

- Bachelor’s degree in Computer Science, Computer Engineering, or Information Security Communications, or related field.
- 3years’ experience with LAN and WAN technologies, including multiple network operating systems, topologies, and protocols.
- Experience with CISCO ASA and AnyConnect VPN.
- Excellent problem solving and analytical skills.
- Exhibits a strong ability to prioritize and work in fast paced environment.
- Experience with network diagnostic, monitoring, and analysis tools (e.g. Wireshark Network Analyzer).
- Excellent troubleshooting skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Must be available to work extended hours and weekends.
- Must be a City of Chicago resident.

**All applications for this position will be received via email and must include a resume and cover letter.**

**E-mail to: [hr@chicagoelections.gov](mailto:hr@chicagoelections.gov) include in the subject line: Network Analyst Position/Your Name.**

**Application deadline is Friday, May 21, 2021, 3:00p.m. CST.**