

**Information Technology Specialist – Infrastructure**  
**Local Government Health Insurance Board**  
**Job Description**

**JOB INFORMATION**

This is a permanent, full-time position with the Local Government Health Insurance Board, a state agency located in Montgomery, Alabama that administers a group health insurance program covering local government entities throughout the state.

This is highly complex professional systems work in the areas of telecommunications systems, systems administration, network infrastructure, database management, and/or security & compliance. Incumbents may serve as lead workers over small teams or may provide specialized technical knowledge at the expert level. Incumbents in either role will be responsible for the highly complex assignments and are expected to be fully proficient in one or more recognized IT area. The employee may serve as a resource for technical expertise in a specialized area such as Network Operations, Virtual Servers, or Server Administration. Duties performed require a high level of technical competence. Individuals at this level are expected to stay current of new technologies to design and develop systems and solutions that will accommodate Board needs and work with Board managers to define long-range direction.

**MINIMUM REQUIREMENT**

- Graduation from an accredited four-year college or university with a bachelor's degree in information systems, computer science or a closely related field and Four (4) years of experience in the design, maintenance, or support of IT systems in one or more of the following specialty areas: • Systems Administration • Network Infrastructure (e.g., local/wide area network); **or**
- In lieu of a four-year degree, the LGHIB may consider a candidate with at least six years of equivalent work experience.

**JOB DUTIES AND RESPONSIBILITIES**

- Assist in administering Windows Server environments, Active Directory, Azure cloud services, and Microsoft 365, including user accounts, groups, and security configurations through Group Policy (GPO).
- Support systems administration tasks for servers and desktops, including storage, backups, patching, and ensuring reliable operations.
- Help manage virtual server environments, including VM provisioning, snapshots, and host performance monitoring.
- Assist with firewall configuration and contribute to cybersecurity initiatives to protect organizational systems.
- Monitor and troubleshoot LAN/WAN networks under the guidance of the Network Administrator, including TCP/IP, DNS, DHCP, VLANs, VPNs, routing, switching, wireless and Cisco SD-WAN or equivalent technologies.

- Provide timely technical support by diagnosing and resolving IT issues for staff and end-users.
- Demonstrate strong organizational skills, multitasking ability, and effective communication within a team environment.
- Maintain accurate documentation of IT systems, configurations, and operational procedures.
- Research and recommend hardware and software solutions for VoIP and LAN, considering cost-effectiveness and long-term efficiency.
- Stay current with emerging technologies through training, certifications, and professional development.
- Perform other related duties as assigned.

**The Local Government Health Insurance Board is an Equal Opportunity Employer.**

**Local Government Health Insurance Board Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States:

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASCCIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program.

Note: This policy is subject to change.