Job Bulletin

CITY OF LACEY
invites applications for the position of:

Systems/Applications Specialist - Network Administrator

CLOSING DATE/TIME:	01/03/14 05:00 PM
SALARY:	$5,488.74 - $6,527.21 Monthly
JOB TYPE:	Full Time
FLSA:	Non-exempt position, eligible for overtime compensation.
DEPARTMENT:	Information Services

BASIC PURPOSE:

Under the general supervision of the Information Services Manager, the Systems/Applications Specialist provides support for the operation, maintenance and general administration of the City Wide Area Network (WAN) and Local Area Network (LAN) infrastructures to include connectivity to various outside agencies. Research, propose, plan, and implement enhancements to and introduction of technologies to improve the network's appropriate network designs. Analyze, operate, maintain, test, and implement network connectivity of various devices, systems, architectures, and/or other communications services to meet functional objectives and strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensure sustainability and recoverability of network hardware and software systems through such means as redundancy, backups, warranty, and support coverage, etc.

Maintain internal and external network security utilizing industry standards and associated hardware/ software technologies. Identify potential security breaches or problems, establishing methods to rectify the situation. Immediately report any security breaches and what measures were or need to be enacted to provide corrective action to the Information Services Manager. Assist with the development and maintaining of current policies and procedures related to network security. Assist with educating City staff on proper methods of maintaining network and data security.

Maintain TCP/IP network addressing or other network communication protocols or methods. Ensure network infrastructure integrity and availability through physical, programmatic or other methods. Configure and maintain network devices.

Promptly escalate problems that are beyond job scope, that require more expertise, or that could potentially cause larger problems to the Information Services Manager.

Assist with the development of integration and implementation plans for information technology initiatives throughout the City's organization. Assist with development of deployment strategies, project costs, and time estimates for information technology initiatives using project management methodology.

Create, maintain, and update network infrastructure/service recovery documentation including such things as inventories, mapping diagrams, procedures, "how-to's", etc. Maintain printed and electronic versions in a secure but accessible location to other IS staff members.

Establish, maintain, and review network data protection, anti-virus, and security policies, procedures, and methods ensuring the City complies with auditing requirements.

Monitor, analyze and troubleshoot the network infrastructure's health including network traffic patterns, server activity, and network interdependencies. Be prepared to respond to network infrastructure system problems or maintenance situations on a 24/7/365 basis as necessary.

Perform non-routine and routine technical installations and maintenance of network hardware and software, such as servers, operating systems, storage devices, routers and switches, and end-user equipments.

Attend and participate in staff meetings. Attend meetings with other departments during project development, implementation, and troubleshooting.

QUALIFICATIONS:

The typical qualified applicant will have an Associate's Degree in Computer Science and two years of experience operating a computer in a commercial or public setting, or any combination of experience, education, and training that would provide the level of knowledge and ability required.

- Must pass a background investigation.
- Must be bondable.
- Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.
- Must have a valid Washington State driver's license and a driving record acceptable to the City and City's insurance carrier **OR** must be able to provide own transportation to and from job, meetings, and related job sites.
- Verification of identity and United States work authorization must be complete as required by the Immigration Reform and Control Act.

KNOWLEDGE, SKILLS, AND ABILITIES:

The candidate will have working knowledge of the following software, current and past versions: Microsoft Server, Client, and Office; Active Directory; SQL; Exchange; SharePoint; Symantec Backup Exec; Email archiving systems; and Internet monitoring/filtering systems.

Experience with 10BaseT twisted pair and fiber optic ethernet cabling installations; ethernet switches, hubs, and routers setup and programming; TCP/IP addressing and administration; Intel hardware architecture; Microsoft Windows network security; detailed firewall knowledge to include setup, monitoring and security; knowledge and applications of internet and intranet web services; network monitoring and analysis; communication and audio/visual equipment installation, maintenance, programming and services; experience using project management methodology.   The candidate will be able to provide sufficient evidence of successful performance of job duties listed above.

The candidate will be customer service and team oriented. He or she will have the ability to establish and maintain effective harmonious working relationships. He or she will be a self-starter, organized, attentive to detail, and able to work under stress to meet deadlines. He or she will be able to work occasional early mornings, evenings, and weekends. The successful candidate must pass a background investigation and a pre-employment physical.

Systems/Applications Specialist - Network Administrator Supplemental Questionnaire

* 1. Describe your experience working as a member of a work team. Include the size and make-up of the team, the projects handled by the team, and the pros and cons of working in a team environment.

* 2. Describe the most challenging networking issue you have worked on in the last year.

* Required Question