

POSITION ANNOUNCEMENT

POSITION: Network Administrator
Information Technology Division
Administration Department

HIRING SALARY: \$47,338 - 53,255 D.O.E.
Pay Grade: E67 (\$47,388 - \$59,173 - \$71,007)

STATUS: Full-Time
Benefited

DEADLINE: September 30, 2009
Applications due by 5:00pm on the above date.
Postmarks are not honored.

RESPONSIBILITIES: Under general supervision, serves as Network Administrator for Logan City's computer network.

Administers the City of Logan's computer network on the LAN and WAN levels. Configures and installs computer hardware such as file servers, storage area network (SAN), PC workstations, printers, network cabling, switches, routers, firewalls, and various other resources. Responsible for installing and setting up software applications on the network. Administers user accounts, file access rights, network security, E-mail, remote access to network. Monitors the network for errors, system slowdowns and other failures. Responsible for the troubleshooting and repairing network failures and other network problems. Troubleshoots and repairs individual PC's, workstations, and servers.

Administers TCP/IP addressing for LAN and WAN access. Administers internal and external network access and security. Monitors the WAN and Internet connections for failures and other problems. Works with service providers to troubleshoot and repair problems.

Works in conjunction with Information Technology Manager to plan and carry out system expansions and upgrades. Performs inventories of computer hardware and software assets in preparation for future system planning. Evaluates new hardware and software for compatibility with existing system and city goals and makes recommendations to Information Systems Manager. Performs network upgrades and expansions. Maintains familiarity with new technological advancements in the computer industry. Makes recommendations on what new technology may be useful to the City.

Responsible for user training and developing training aids. Evaluates training aids for use in training city employees in computer and network operations. Trains users in the proper usage of email and other network applications as well as other software packages including word processing, spreadsheet, database, and other office software.

QUALIFICATIONS: Must have a Bachelor's degree in Computer Science, Information Technology, or closely related field, AND two (2) years full-time progressively responsible experience performing the above mentioned skills OR equivalent combination of education and experience. Must possess or be able to obtain certification as a Certified Netware Administrator; Certified Netware Engineer desirable. Must have a valid Utah Operator License.

Must have the following knowledge, skills, and other characteristics:

- Knowledge of Novell's current version Network Operating Systems.
- Knowledge of MS Windows, and UNIX/LINUX Operating Systems.
- Knowledge of Storage Area Networks (SAN).
- Knowledge of basic computer network principles and designs.
- Knowledge of current software applications including word processing, spreadsheet, database, and other types of office software. Knowledge TCP/IP protocols.

- Skill in setup and installation of computer hardware including, but not limited to, PC computers, printers, file servers, scanners, modems, network interfaces, serial/parallel interfaces, etc.
- Skill in troubleshooting and repair of computer systems.
- Understanding of network topologies and cabling systems.
- Skill in servicing users of network and meeting their needs.
- Ability to organize, plan, and prioritize and follow complex procedures and instructions.

ESSENTIAL FUNCTIONS: Essential functions, as determined under the Americans with Disabilities Act, may include the following tasks, knowledge, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This updated job announcement supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

APPLICANTS: For questions relating to this specific position (i.e. work schedules, if a position has been filled, etc.), please contact Jeff Compton, Information Technology Manager at 435-716-9050 from the Contact List.

EMPLOYMENT APPLICATION SUBMITTAL PROCEDURES: Must submit a [City of Logan Employment Application](#) to:

City of Logan
Department of Human Resources
Attn: Bruce Adams
290 North 100 West
Logan, Utah 84321

For questions relating to this specific position, please contact the hiring department directly from the [Contact List](#).

Emailed and faxed employment applications will be accepted. Email: cwillie@loganutah.org. Fax: (435) 716-9041.

[Employment Applications](#) may be obtained at the above street address or from our web page at www.loganutah.org, Human Resources, Employment Application. Resumes may be attached to the employment application, if desired.

NOTE: All City of Logan employees must be able to pass a pre-employment background check and pre-employment drug screen. The City of Logan is an Equal Opportunity Employer. AA/ADA/EEO

Due to the large number of employment applications that we receive annually, we have elected to not send "Thank You" and "Confirmation" letters to each applicant. We wish to thank you in advance for your interest in working for the City of Logan.