Job title	*Systems and Network Administrator*
Reports to	*City Manager*
Classification	*Exempt*
Salary	
Direct Reports	*None*

OBJECTIVE

This position is responsible for the configuration, design, installation, support, repair, and regular maintenance of computers, software applications, audio-visual equipment, and phone & network infrastructure for the City. This position also provides internal customer service for day to day IT and phone functions of the City.

ESSENTIAL FUNCTIONS

The essential functions are not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform Network Administrator duties on Routers, Switches, Firewalls, VPN, and maintain LAN/WAN Security on all City networks.
- Administers day to day duties and provides support for the City's computers, phones, networks and devices. This includes training, web page development and management.
- Analyzes and implements changes to improve network throughput/flow, and server workstation efficiency.
- Oversees, manages, and maintains the integrity of the City's Firewall and internet connectivity.
- Install, patch, upgrade and configure all City devices and software applications.
- Engineer, develop and provide solutions to problems with technology and computers.
- Deliver phone and in-office support, create and document procedure guidelines and audio or video set up.
- Manages coordination of network controls, components and monitoring network traffic.
- Provide selection, maintenance, repair and support of technological equipment.
- Ensures proper license of software applications and servers licenses.
- Plans and performs network upgrades and conversions.
- Maintains an inventory DB to provide asset reporting on all City hardware and software.
- Researches new hardware/software purchase requests and makes recommendations. Maintains IT budget.

Education and Experience

- Bachelor's Degree in Network Technology or 3 plus years' experience with microcomputers and networking concepts.
- Expert preferred with Windows OS Server 2008/2012/2016, Windows 7/8.1/10, VMare ESXi OS, Dell Sonicwall routers/firewall, Active Directory Domains, DNS, DHCP, Storage Craft Backup Software, Avaya IP Phone Systems, MS Office, Adobe Acrobat, HP/Cisco switches, and Barracuda Spam Firewall.
- Demonstrated aptitude for technology systems in a multi-site, team-oriented environment.
- A+, Network or equivalent license preferred.
- Ability to operate, configure and install computers and office devices.
- Ability to debug and solve technical problems.
- Ability to interpret flow charts, network schematics and government regulations.
- Knowledge of audio support, setup and design a plus.
- Excellent oral, written, communication and presentation skills.
- Able to pass background check
- Valid driver's license.

Physical requirements

The physical and mental demands described here are representative of those that are typically met by an employee to successfully perform the essential functions of this job.

- Indoor noise levels are within normal office environment and below .85 decibels
- Touching and dexterity with hand and fingers, lifting and moving objects up to 75 lbs
- Bending, kneeling, squatting, twisting,
- Crawling, climbing
- Push/Pull
- Standing, sitting
- Use of basic office equipment
- Good judgement and decision making
- Analysis and comprehension
- Basic Math skills