

EMPLOYMENT
OPPORTUNITY

June 21, 2010

NETWORK ADMINISTRATOR

Information Technologies Department

Starting Salary Range: \$16.772- \$21.803 per hour, plus excellent benefits

Performs difficult technical and administrative work required to maintain continuous operations of the City's networked computer and peripheral data processing equipment; does related work as required. Work is performed under the general direction of the Director of Information Technologies. Supervision is exercised over Information Technology Specialists.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

Oversees network security for the City's assets, intellectual property and computer systems;

Troubleshoot network malfunctions;

Design, install and maintain new networks;

Coordinate system upgrades, user training, technical support, security and system backups;

Manages the Help Desk and associated staff;

Assists in financial planning and budgeting for the IT department;

QUALIFICATIONS

Thorough understanding of SHCP, DNS, WINS, Subnetting and network protocols specifically TCP/IP;

Experience with network operating systems such as Windows server and Active Director;

Knowledge of the nature of functions and problems in the networked user environment;

Advanced understanding of routers, switches, firewalls, databases, phone systems, antivirus, network security, applying Microsoft updates, service packs and patches;

Project management experience;

Education and experience equivalent to graduation from an accredited two year college with course work in Information Technologies plus 3-5 years experience with Microsoft

Windows environment;

Microsoft certifications preferred.

PHYSICAL REQUIREMENTS

This is light work requiring the exertion of 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions. Speech and hearing are required to communicate in person and by telephone. Visual acuity is required for preparing and analyzing written or computer data, visual inspection of small defects and/or small parts, use of measuring devices, operation of machines, determining the thoroughness of work and observing general surroundings and activities. The worker is not subject to adverse environmental conditions.

CLOSING DATE

Applications will be taken at the Employment Security Commission, 103 W. Center Street Ext. Lexington, NC, until the position is filled.

The City of Lexington does not discriminate on the basis of race, color, national origin, age, religion, sex, or non-disqualifying disability in employment or the provision of services.

Applicants offered employment will be asked to participate in a drug and alcohol screening.