

# City of Thomaston

The City of Thomaston is accepting application for the position of Network Administrator. Entry pay is \$39,074.19 annually. Qualified candidates should complete a City of Thomaston application which can be located on the City website, [www.cityofthomaston.com](http://www.cityofthomaston.com), or picked up at Thomaston City Hall, 106 E. Lee St., Thomaston, GA. 30286. Applications may be mailed or hand-delivered to Rebecca Zebe – Human Resources Director, City of Thomaston, 106 E. Lee St., Thomaston, GA. 30286.

The City of Thomaston is an Equal Opportunity Employer

Posting open until the position is filled or pulled.

## Network Administrator

Department: Administration

Date Issued: October 2017

### JOB SUMMARY

This position is responsible for assisting with the management of the City's data network and telecommunication network.

### MAJOR DUTIES

- Maintains servers, switches, and routers.
- Fixes printers, scanners, and all external devices.
- Maintains the network (add and remove users from Domain). Resets passwords as needed.
- Troubleshoots network issues and fixes issues.
- Recommends and assists with technology purchases.
- Sets up and installs new PC's as needed.
- Helps users with software issues.
- Rebuilds PC's when it has been corrupted.
- Removes and replaces internal PC components.
- Installs cameras, '
- Pulls cable and terminates drops.
- Installs wireless access points.
- Sets up new switches with IP address and makes sure they are able to communicate over the network.
- Manages Mail Exchange Servers.
- Check and maintains backups.
- Assist users with email to cell links.
- Performs other duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of how networks function, the right IP address scheme and subnet, and the proper gateways and firewall ports.
- Knowledge of PC software and hardware
- Knowledge of proper software to be installed on computers to work within the network.
- Knowledge of rebuilding an OS for the rebuild purpose.

- Knowledge of IP address scheme and subnet mask, proper gateway configuration.
- Knowledge of wiring scheme when terminating drops.
- Skill in understanding customer issues and working through the issue.
- Skill in computers and all job related software.
- Skill in interpersonal relations.
- Skill in problem solving.
- Skill in basic troubleshooting.
- Skill in oral and written communication.
- Ability to work overtime as needed.

## **SUPERVISORY CONTROLS**

This position is assigned work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include the City of Thomaston Personnel Policy and industry standard operating procedures that apply to network responsibilities. This position must adhere to all local, state and federal laws of retention.

## **COMPLEXITY/SCOPE OF WORK**

The work consists of related information technology duties. Work includes troubleshooting before determining the issues and the complexity of the issue. Work may include easy to complex issues. The purpose of this position is to keep the City's network successfully running. Successful performance in this position helps ensure all city departments can access networks resources to perform their duties, all data is safe and citizens have the ability to communicate with city employees as needed.

## **CONTACTS**

Contacts are co-workers, city employees, elected officials, city leadership, and vendors.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk, or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light to heavy objects, climbs ladders and uses tools or equipment requiring a high degree of dexterity.
- The work is typically in an office or computer room. The employee will be exposed to dust, dirt or grease. The work may be performed outdoors and occasionally in cold or inclement weather.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with a high school diploma plus a technical certificate or associates degree in a related occupational field.
- Experience sufficient to thoroughly understand the work of the position and be able to answer questions and resolve problems. Usually associated with three (3) to five (5) years of related experience.
- Ability to successfully pass all background to include past employment and criminal.
- Ability to successfully pass a 3 year Motor Vehicle Report and maintain coverage under the city liability/vehicle insurance.
- Ability to successfully articulate knowledge through oral and written communication.
- Ability to perform all major duties and have knowledge required by the position.