

DEPARTMENT: Solid Waste Department
POSITION TITLE: Network Administrator /IT Service Technician
REPORTING RELATIONSHIP: Director of Operations/IT Director

POSITION SUMMARY:

The person in this position must have the knowledge and experience to effectively manage the local area network systems, the associated client workstations and printers attached to the networks.

ESSENTIAL FUNCTIONS:

SYSTEMS MANAGEMENT

- Performs computer system operations including system control over automated user jobs, systems communications, computer system security and preventive maintenance for equipment.
- Execute system back-up procedures.
- Monitor all computer systems jobs and network traffic.
- Electronics servicing knowledge to repair computer peripheral devices, local area network display terminals, personal computers, printers and related components.
- Duties to include connecting peripheral devices to the network, installing premise wiring and configuring communications equipment.

TECHNICAL SUPPORT

- Assists and trains computer system users.
- Provides technical support for computer applications to system users.

OTHER

- Analyzes situations accurately and pursues effective solutions.
- Performs research on new technology—both hardware and software.

QUALIFICATIONS:

RESPONSIBILITY: Supervisor. This position will supervise the office specialist when the department head is not available.

EDUCATION: High School\GED diploma. Minimum two years college training in computer science or equivalent.

SKILLS: Two to four years experience in information technology environment preferred. Occasional supervision. Unusual problems are referred with suggestions for solution. Must have the ability to perform mathematical calculations accurately. Must have extensive knowledge of local area network operating systems such as Windows Server 2008, 2012 and 2016 also client Microsoft Windows operating systems. Must possess technical knowledge of local area network hardware configuration, operating system, operations management and network security. Must have working knowledge of data communications systems.

CONTACT WITH PUBLIC: Minimal contact with the public; direct contact with other employees.

WORKING ENVIRONMENT: Continual high mental and visual attention required. Seated at well-lighted cubicle desk. Climate controlled office setting. Must be able to lift 50 pounds weight. Continuous use of computer terminal, printer and occasionally uses calculator. Must have physical ability to limb ladders for stringing cable.