



CITY OF GLENWOOD SPRINGS

NETWORK ADMINISTRATOR

JOB CODE: 1706

EXEMPT

INFORMATION SYSTEMS

GRADE: 63

ORIGINATED: 06/18/2010

GENERAL STATEMENT OF DUTIES:

Assists in all phases of the IS/IT functions under the direction of the IS Director. Primary duties will include maintaining, monitoring and operating the City's vast network infrastructure including that of the Community Broadband Network. Network Infrastructure includes Cisco routers, switches, Call Manager and Unity VoIP servers, Firewall devices, Motorola Canopy Access Points, and other network devices. While consulting with the IS Director, this employee will develop, recommend and implement solutions which will maximize the network uptime of the system. Secondary duties include assisting the Systems Administrator to monitor, maintain and operate the City's application base and associated servers. Moderate interaction with the public is required as this position will work in a sales engineer capacity regarding new fiber optic installs and will be the primary point of contact for tech support related to existing fiber optic installs. Secondary responsibilities include periodic assistance with the management of 170 workstation computers and relevant client side applications. Works under the general supervision of the IS Director.

EXAMPLES OF DUTIES:

The following examples are illustrative only and are not intended to be all inclusive.

This position requires a strong background in routing and switching as this position will be required to operate and maintain the City's existing network infrastructure. Knowledge of spanning-tree protocol, VTP, VLANs, OSPF, BGP is required. Position will manage the City's IPv4 and IPv6 inventory. Position will be required to juggle multiple projects and issues under demanding time constraints and shifting priorities. Must have a positive work attitude and maintain a high level of professionalism while working with City staff and the general public. This job includes troubleshooting large networks using diagnostic tools such as Ethereal, SNMP, CatTools, and PRTG. Maintain, operate and troubleshoot 60+ Motorola Canopy access points serving over 500 wireless subscribers. Installs, patches, and make changes to Cisco Call Manager 4.3, 7.1, and Unity platforms. Patience and determination is required to work with vendors in order to resolve critical network issues. Develop and maintain support documentation including: network maps, change description documents, configuration descriptions, and 'how-to' for particular installations will be routine for this person. Maintaining and enhancing the security of the City's network using Cisco ASA and Fortinet firewalls will be required. Install and configure Customer Premise Equipment for new Fiber Optic installations including Cisco Metro Ethernet and GPON technologies. Assists the System Administrator to maintain Linux (CentOS, Redhat, Suse, Ubuntu) and Microsoft (2000-2008) based servers including services such as DNS (Bind), SQL (MySQL, MS SQL), Mail (Exchange, Sendmail), WWW (Apache, IIS), and DHCP. Periodic supervision of other City Staff is required. Keep apprised of emerging technology through training, education and industry publications. Manage additional projects as assigned by the Information Systems Director.

REQUIRED KNOWLEDGE & SKILLS:

Five (5) years of experience in the technology arena with a minimum of 3 years advanced network support. Cisco CCNP or CCIP certification is required. *In lieu of CCNP certification the City will consider recent network administration duties in networks of similar complexity. Cisco CCVP, Juniper JNCIS, HP ASE, or Fiber Optic certifications are a bonus. Previous Fiber-to-the-home (FTTX, FTTH) experience is welcome. The job requires excellent technical and analytical ability to make "best judgment" decisions. Ability to learn new technologies quickly is required. Applicants must live within a 30 mile radius as defined by the City of Glenwood Springs. Applicants must possess a current, valid Colorado Drivers license.

NECESSARY PHYSICAL REQUIREMENTS:

Lifting:	25 pounds frequently	60 pounds occasionally
Carry:	25 pounds frequently	60 pounds occasionally
Push/Pull:	25 pounds frequently	60 pounds occasionally
Drive:		frequently
Balance:		frequently
Bend/Stoop:		frequently
Twist:		frequently
Squat/Crouch:		frequently
Kneel:		frequently
Crawl:		frequently
Climb Stairs:		frequently
Climb Ladders:		frequently
Reach at shoulder level:		frequently
Reach below shoulder level:		frequently
Reach Above Shoulder level:		frequently
Standing/Walking:		frequently