



Employment Opportunity

*“Opportunity Through
Diversity; Unity Through
Cooperation”*

Human Resources
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City of Watsonville

NETWORK ADMINISTRATOR

\$5,981.32 - \$8,015.54 per month

Filing Deadline: Open and Continuous Until Filled

The City of Watsonville has an opening for an experienced Network Administrator. The Network Administrator bears the full responsibility for the operation and administration of the wide and local area computer networks throughout the entire organization, offering a broad variety of experience across many different disciplines including, but not limited to, Public Safety (both Police and Fire), Library services, Engineering, City Administration, Recreation, Permitting, Municipal Airport, and Public Utilities (Water, Wastewater, and Solid Waste).

The City of Watsonville's Information Services Department is comprised of a small group of talented individuals in the areas of hardware support, database and applications support, and GIS. It also has front-line staff focused on daily help desk issues. The Network Administrator rounds out the group by providing higher-level network design and management of all IP-based system and provides expertise in networking technologies, network security, public safety networks, VLAN, wireless, virtualization, VOIP, VPN, and other data and telecommunication connectivity.

If you are looking for a challenging position among a very supportive staff that can provide a wide range of technical experience across multiple disciplines, then apply now for the Network Administrator position at the City of Watsonville!

****This is a draft, proposed updated job description to better reflect the position and will be reviewed for approval in early 2016 with a salary review****

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Coordinates all aspects of maintenance and support for microcomputer and network hardware and software, and other small computer systems throughout the City. Consults with departments and divisions to identify needs and applications of microcomputer and networked users. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This job class functions at the full supervisory level of classification and is responsible for coordinating the planning, installation, maintenance, and support of microcomputer and network hardware and software, performing training, and other related duties as required. An incumbent of this class supervises the Microcomputer Technician who, in turn, performs routine hardware and software support, and generally functions at a less technical level.

SUPERVISION RECEIVED AND EXERCISED

- receives general supervision from the Information Services Director
- exercises direct supervision over IT support staff

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- The Network Administrator bears the full responsibility for the operation and administration of the wide and local area computer networks in the City. This position requires high technical and administrative skills in order to manage all available resources.
- Duties may include, but are not limited to the following:
- Maintain internal and external network security utilizing industry standards and associated hardware/ software technologies.
- Identify potential security breaches or problems, and establish methodology to resolve the situation. Report and document security breaches to the Information Technology Director.
- Assist with the development and maintenance of current policies and procedures related to network security.
- Assist with educating City staff on proper methods of maintaining network and data security.
- Ensures sustainability and recoverability of network hardware and software systems through such means as redundancy, backups, and maintenance support coverage, etc.

- Plan, design, implement, and manages a complex network infrastructure.
- Ensure policy and procedural compliance, best practices, security, and cost-effective implementations. Provide expertise in networking technologies, public safety networks, VLAN, wireless, virtualization, VOIP, VPN, and other data and telecommunication connectivity.
- Participate as a technical expert on project teams.
- Provide analysis for the acquisition of hardware and software.
- Develops cost estimates and cost-benefit analyses for complex technology proposals. Manage working relationships with ISPs and various vendors.
- Resolves service complaints and implements corrective action.
- Track and evaluate emerging technologies for applicability and potential benefit to the City. Participate in interview panels and audits.
- Write reports and make presentations.
- Advise, train, and assist peers with respect to network and security matters, promoting technical and professional development of staff.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, procedures, practices, techniques, and nomenclature associated with
- networks, storage, virtualization, and communication systems.
- Capabilities and limitations of network hardware and software including, but not limited to the following: Brocade, VMware, Fortinet, IBM / Lenovo, QLogic, Nimble, etc.
- Capabilities and limitations of networking technologies such as fiber optics, Ethernet, BGP, 801.11x, DNS, DHCP, SAN, and other internet protocols and standards.
- Network monitoring tools and network optimization.
- Backup and disaster recovery methodologies based on industry standards.
- Understanding layers of the OSI model.
- Understanding CIDR and subnetting.

Ability to:

- Maintain WAN / LAN. Ensure network infrastructure integrity and availability through physical, programmatic, or other methods.
- Configure and maintain network devices via SSH, console, or web management.
- Monitor, analyze and troubleshoot the network infrastructure's health including network traffic patterns, server activity, and network interdependencies.
- Respond to network infrastructure system problems or maintenance situations on a 24/7 basis as necessary.
- Create and deploy subnets and VLANs.
- Create and maintain Information Technology policies based on industry standards
- Create, maintain, and update network infrastructure/service recovery documentation including such things as inventories, mapping diagrams, procedures, "how-to's", etc. Maintain printed and electronic versions in a secure but accessible department location.
- Work with and maintain confidential and sensitive information, files, and documents.
- Perform non-routine and routine technology installations and maintenance of network hardware and software, such as servers, operating systems, storage devices, routers and switches, and end-user equipment.
- Work during off-hours as needed on weekends, holidays, evenings, and on-call.
- Attend and participate in staff meetings. Attend meetings with other departments during project development, implementation, and troubleshooting.
- Demonstrate excellent customer service skills in a team environment.
- Communicate effectively with manufacturers, VARs, and vendors.
- Physically install network hardware in diverse indoor and outdoor locations.
- Perform moderate to heavy physical work which includes lifting items up to 60 pounds, climbing ladders to work at high elevations, and work in confined/cramped body positions.

Training and Experience

Any combination of education, training, and experience that provides the skills, knowledge, and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- Bachelor's Degree in Computer Science, or related field, and two years of progressive experience in network management in a small to medium-size enterprise environment. Experience and industry certifications (CCIE, CCNP, CISM, CEH, etc) may be substituted where relevant.
- A valid California Class C driver's license and safe driving record

- Must pass a comprehensive background investigation

LICENSE

- a valid Class C California Driver's License and a safe driving record

APPLICATION AND INTERVIEW PROCESS

Applications must be submitted to the Human Resources Department, 275 Main Street, Suite 400, 4th floor, Watsonville, CA 95076 by the filing deadline. **No postmarks accepted.** An application may be obtained by calling 831.768.3025 or by going to the City's website at www.cityofwatsonville.org. Candidates will receive written notification after applications have been screened for requirement compliance. Testing and interview dates will be announced after application screening.

APPOINTMENT AND BENEFITS

The position benefits include vacation, sick leave, and holiday benefits. The City offers Public Employees Retirement System Benefits. Employees shall pay the full Employee PERS Contribution. Depending on the needs of the City, bilingual pay (English/Spanish) may be available upon passing the bilingual exam (\$75/month conversational premium pay, \$250/month written and conversational premium pay).

The candidate selected will be appointed for a 12-month probationary period. Names of the remaining successful candidates will be placed on an employment list which remains effective for one year. The City may abolish an employment list at any time the needs of the City so require. The Network Administrator position is represented by the Mid-Management Bargaining Unit.

Prior to appointment to the position of Network Administrator, a medical examination and Department of Justice Live Scan fingerprinting will be required.



The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.