City of Fullerton Invites Applications For



NETWORK SPECIALIST

\$5,235- \$6,681 PER MONTH PLUS BENEFITS & RETIREMENT

A completed City of Fullerton application and supplemental questionnaire must be received in the Human Resources Department no later than **THURSDAY**, **OCTOBER 25**, **2012 AT NOON**.

POSITION

Under general supervision performs specialized technical and professional work in the analyses, design, configuration, implementation and modification of the City's internal local area network (LAN) and wide area network (WAN) including the wireless communications system; makes recommendations regarding related upgrades and develops/maintains security and firewall systems and performs related work as required.

QUALIFICATION GUIDELINES

<u>Knowledge of</u>: Operations, services and activities of information system program support; basic operational characteristics of a variety of computer systems, Microsoft Office and other applications, hardware, software and peripheral equipment; Information Technology (IT) related safety and firewall development and maintenance; a variety of common operating systems including Microsoft Office and Exchange, database platforms and programming languages including programming methods and techniques; general maintenance of information technology equipment; methods of research, analysis and report writing as they relate to area assigned; English usage, spelling and grammar; basic instructional and staff direction techniques.

Ability to: Analyze, design, program, install and maintain software programs; troubleshoot system and application problems; operate information technology and related equipment and use a wide variety of related software; perform a variety of information technology related tasks and activities including trouble shooting system and application problems, data input and document generation; understand and carry out oral and written instructions independently; read, interpret and apply complex technical publications, manuals and other material and research, compile and analyze a variety of related materials; handle multiple deadlines and multiple projects; use independent judgment and initiative; communicate effectively orally and in writing; establish and maintain effective relationships with those contacted in the course of work; provide direction/training to others as and monitor activities and tasks as assigned.

Education/Training/Experience:

Any combination of training and experience that provides the stated knowledge and ability is qualifying. A typical way includes a Bachelors Degree from an accredited college or university with substantial course work in Computer Science, Management Information Systems or a closely related field and at least three years of increasingly responsible network administration/design and experience.

SPECIAL REQUIREMENTS

Valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Network Specialist file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs and be available for emergency and non-emergency call back.

EXAMPLES OF DUTIES: Analyzes current and historical IT service levels, traffic patterns and feature usage; makes recommendations and implements related changes; develops and maintains the IT security system including firewall requirements based on City standards and department needs; installs, configures and maintains the network and network infrastructure, develops shell/utility scripts and updates system documentation; monitors/maintains the network infrastructure; evaluates hardware and bandwidth use; performs network volume analysis and tunes the network for optimal performance; diagnoses and resolves application and/or LAN connectivity problems and system hardware conflicts; performs data base management system (DBMS) backup, recovery, tuning, installation,

maintenance and monitors data integrity; performs comprehensive system and network capacity analysis and planning; performs applicable Windows and Linux system administration tasks including backup, recovery, tuning, maintenance and installation; plans, designs and sets up LAN/WAN components to meet connectivity requirements and reduce duplication; monitors the work of staff as assigned and provides support to the IT Manager as needed; supports applications and their usage via query/reporting tools, coding interfaces/ scripts/patches and installs packaged updates and maintains directories; performs a variety of other related tasks including maintaining directories, obtaining data from departments, writing software programs and performing backup and recovery tasks; researches and recommends hardware, software and training services to meet City needs and provides and/or coordinates user support and training; attends meetings with consultants, City staff and outside sources to meet project requirements and resolve concerns/conflicts; makes oral and written reports and prepares related material and statistical data; participates in and/or provides training to others related to the City's IT equipment and software; operates IT related and other computer equipment and applies a wide variety of software; lifts and moves boxes of records and other items weighing 30 pounds or less.

PHYSICAL REQUIREMENTS

Work is performed indoors in an office environment. The incumbent sits for extended periods of time, operates a computer, screen and related equipment, stands, walks, reaches, bends, kneels, twists, bends, grasps, lifts and moves boxes of records and other items weighing 30 pounds or less and may crawl or crouch and drive a vehicle on City business. With or without reasonable accommodation, the Network Specialist must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

<u>ASSESSMENT PROCEDURE</u> Applicants must be specific and complete in describing qualifications for the position. <u>BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION AND SUPPLEMENTAL QUESTIONS</u>, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument.

Please contact the Human Resources Department if you do not receive notification regarding your application by November 13, 2012.

BENEFIT PACKAGE

Insurance - Personalized benefit alternatives, including a choice of health insurance coverage with Blue Cross (PPO or HMO) or Kaiser, and dental insurance through Delta Dental. Employees may choose to forego the City's medical benefit and receive a cash payment in lieu thereof.

Retirement – Membership in the California Public Employees' Retirement System (CalPERS), which includes the "2% at 55" formula. Fullerton does not participate in the Social Security retirement system.

Other - Eleven holidays, vacation benefits and tuition reimbursement of up to \$2,500 per fiscal year for job-related education.

NOTE

Candidates who successfully complete the assessment process for Network Specialist will be placed on an eligible list for this classification, which will remain in effect for at least one year or until an insufficient number of candidates remain on the list.

All employment offers, including appointment offers to City of Fullerton employees (COF EEs), are conditional based upon the successful completion of a medical examination performed by the City's designated physician, at City expense. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position. In addition, COF EEs appointed to safety sensitive classifications and all new hires will undergo a drug screen.

All new hires, including COF non-regular EEs, will be fingerprinted. Fingerprints are verified with the Department of Justice.

All new hires, including non-regular COF EEs appointed to this position, will serve a one-year probationary period. Regular COF EEs promoted to this position will serve a six-month probationary period.

The FMEF has negotiated an Agency Shop provision with the City. Therefore, all persons hired to classifications represented by the FMEF are required to join the Federation or pay a service fee in lieu thereof.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

COF EEs are registered as Disaster Service Workers. If a disaster occurs in the City, EEs may be designated to work in any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.ci.fullerton.ca.us for a complete class specification.

Posted 9/XX/12



Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.