Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

April 08, 2021

**PUBLIC NOTICE**

The City of South Salt Lake is accepting applications for the following position:

## IT Security and Network Specialist

The IT Security and Network Specialist works under the direction of the IT Division Manager; supports all City IT computer and network systems, network operations and architecture; also supports staff desktop, notebook and iOS computers; performs hardware and software planning and evaluation; provides problem solving and end user training; and ensures overall systems security, efficiency and integrity.

## ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Participates in overall systems security, development, analysis, and support activities for City network systems, including virtual infrastructure, firewall, routers, VPN connections, database management, and phone systems.
    - 1.1 Performs general network systems maintenance and assures proper operation and security of all City network systems.
    - 1.2 Replaces failed components, monitors equipment, monitors network communications, and installs system upgrades as approved.
    - 1.3 Assists in preparation of the budget by recommending hardware and software.
    - 1.4 Develops, implements and monitors City computer systems including law enforcement systems to ensure data accuracy, security, and legal and regulatory compliance.
    - 1.5 Assists in providing security awareness training to all City personnel.
    - 1.6 Monitors and maintains City video recording systems.
    - 1.7 Monitors and maintains security software, firewalls, routers, servers and systems to ensure data security and integrity.
    - 1.8 Monitor and maintains the City Antivirus software and systems.
    - 1.9 Monitors and maintains city VoIP phone systems
    - 1.10 Replace, install maintain and test network cabling including fiber optics.
    - 1.11 Subject to occasional callout and irregular working schedule.

2. Assists as needed in all areas of the City to troubleshoot and resolve technology problems.

## MINIMUM QUALIFICATIONS

### EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from a high school or GED equivalent, completion of college-level computer-related courses, relevant CompTIA certifications, and two years of related experience, or any equivalent combination of related education and experience.

Must possess a valid state driver's license or have the ability to obtain one prior to employment.

### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Network Security, Routing, Windows, Microsoft Active Directory, and other operating systems; knowledge of software applications including word processing, spreadsheets, database management; knowledge of computer hardware systems; knowledge of wireless technology; knowledge of telephone systems.

2. Skill in the use of precision hand tools used in computer adjustments and repair.

3. Ability to communicate with City computer users to quickly discern hardware and software problems or provide necessary training in the use and application of various software programs.

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## PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Some bending, stooping and/or lifting will be required. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**GRADE: 20**

**ANNUAL SALARY RANGE: $52,178.20 – 78,923.07 typically hire at minimum.**

**CLOSING DATE: Open until filled**

**MUST COMPLETE CITY APPLICATION**
**Resumes submitted without application will not be considered.**
**Application available on website at www.southsaltlakecity.com**

**ELECTED APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK**

**EQUAL OPPORTUNITY EMPLOYER**
**THIS ORGANIZATION USES E-VERIFY**