



CITY OF SOUTH SALT LAKE POSITION DESCRIPTION

PUBLIC NOTICE

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

IT Network Specialist

The IT Network Specialist is a technical expert that works under the direction of the IT Division Manager; Support focus on physical, virtual, and cloud network operations, security architect, designs, specifies, implements, monitors, and improves upon controls; ensuring alignment with governing standards. Supports City IT systems, network operations and architecture; also supports City staff desktop, notebook and Apple 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 IT network administration, development, analysis, and support activities, including VM infrastructure, firewall, routers, VPN connections, database management, and phone systems.
 - 1.1 Performs general network systems infrastructure maintenance and assures proper operation and security of all City IT 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 IT Network including public safety systems to ensure data accuracy, security, and standards compliance.
 - 1.5 Assists in providing security awareness training to all City personnel.
 - 1.6 Monitors and maintains City security 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 endpoint security 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 IT to troubleshoot and resolve technology problems.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from a high school or GED equivalent, completion of college-level IT-related courses, relevant CompTIA certifications (**CompTIA A+, Net +**) **preferred**, and a minimum of two years of related IT network experience.

Preference given to individuals with knowledge and skills in networking, operations, and problem resolution. Other qualifications include: Must be customer service oriented, have good

interpersonal and client-handling skills, the ability to manage expectations and explain technical detail, the ability to participate effectively in a team effort, and the ability to learn quickly. 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, TCP/IP and non TCP/IP protocols, Windows OS including 10 and Server 2012, 2016, 2019, Microsoft Active Directory, and other operating systems; knowledge of software applications including Office 365, VMware. Basic knowledge of computer hardware systems; knowledge of wireless technology; knowledge of telephone systems, **installation and maintenance of network cabling, troubleshooting and problem solving.**
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.

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.

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: 19

ANNUAL SALARY RANGE: \$48,956.48 – 74,056.53 Commensurate with applicable education & experience.

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

**SELECTED APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK
EQUAL OPPORTUNITY EMPLOYER
THIS ORGANIZATION USES E-VERIFY**