

CITY OF CLEWISTON

Job Posting

Job Title: IT Administrator
Department: Utilities
Reports to: Utilities Director
FLSA Status: Exempt

Summary:

Performs duties to setup, install and implement hardware and software components; provide operating system, email, database and program support to internal users; administer facilities support and security systems. Performs duties to maintain both Windows and Linux platforms, provide support for SCADA (Supervisory Control and Data Acquisition) systems and wireless networks.

Essential Functions:

1. Install, configure, maintain and troubleshoot network components including servers, switches, hubs, routers, user workstations and other networking hardware and operating systems.
2. Assist network system users with software applications and troubleshoot hardware and software application problems.
3. Maintain and update DNS, VPN and firewalls, support VPN remote users.
4. Analyze hardware and software needs, recommend new hardware and software applications, obtain pricing and support purchases including computers, telephone systems, SCADA systems, AMR (Automatic Meter Reading) systems and wireless networks.
5. Establish user profiles, directories and security for networks. Coordinate new employee computer access.
6. Assist personnel of all City departments as a computer resource.
7. Perform other related duties as assigned.

Supervisory Responsibilities:

Coordinates and supervises any contracts with outside vendors concerning implementation and management of networks, wireless networks, security systems and SCADA systems.

Qualifications:

High School graduate. Associates degree in computer science preferred.
Minimum 3 years experience in information technologies including Windows and Linux applications.

February 5, 2016