

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**CLASSIFICATION:** Network Services Administrator – Library

**SALARY RANGE:** TPOAM Grade L Salary Range: \$54,331 - \$66,874; Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more.

**JOB DUTIES:**

The Network Services Administrator - Library is responsible for the daily administration, monitoring and security of all **Library** computer networks, (wired and wireless) and associated supporting network design and infrastructure, and to ensure the proper daily operations of the Library's technological services.

**JOB REQUIREMENTS:**

- Bachelor's Degree or equivalent experience in Computer Science or a related field with the following certifications:
  - VMWare VCP
  - Cisco CCNA
  - Cisco Firewall Specialist
- 3+ years of experience actively administering VMware Virtual networks; VLANs, and ACLs.
- 3+ years of administering and configuring Cisco managed networks
- 3+ years of experience actively administering MS Windows Servers and LINUX servers.
- 3+ years of experience in the design, operation and maintenance of a multiple platform, multiple server network in a mixed Windows and LINUX environment.
- 2+ years of experience providing multi-layered security solutions while delivering easy and intuitive access to users.
- 2+ years of experience actively administering a GroupWise mail, messaging and collaboration platform. (Preferred).
- Excellent ability to troubleshoot and implement solutions to technology-based problems.
- Experience with an Integrated Library System (ILS) or integrated enterprise software. (Preferred).
- Ability to guide and direct the work of other Technology Division staff in an effective and supportive manner; to set work priorities and collect job status information on a regular basis, reporting to Coordinator of Technology.
- Thorough understanding and direct experience in the installation of servers (physical and virtual), OSs and software upgrades.
- Effective oral and written communication skills, documentation skills, and ability to keep detailed records.
- Requires a proactive public service attitude with excellent interpersonal skills.
- Requires problem solving and organizational skills to prioritize and successfully complete diverse, simultaneous projects.
- Must be able to work under pressure of deadlines and changing priorities, work varied shifts (nights and weekends as needed) and schedules to facilitate projects that meet the needs of staff and public users.

Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. The selection process will include a review of the applicant's experience for minimum requirements, criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step.

**APPLY AT:** City of Southfield Human Resources Department, 26000 Evergreen, Southfield MI 48076

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

**City of Southfield Application Packets Must be Received in the Human Resources Dept. by 5:00 P.M.,**

**Friday, May 24, 2019**

**This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.**

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

**DATED: April 24, 2019**



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrrsupport@cityofsouthfield.com](mailto:hrrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.