

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

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

CLASSIFICATION: Network Services Administrator – Library

SALARY RANGE: TPOAM Grade L Salary Range: \$55,418 - \$68,211; Excellent benefit package, including medical, dental, vision, life insurance, retirement, holidays, vacation, and more.

JOB DUTIES:

The Network Services Administrator – Library is responsible for providing library patrons and staff members with reliable and secure technology services, day-to-day administration, and monitoring of **all** Southfield Public Library computer networks and associated supporting infrastructure.

JOB REQUIREMENTS:

General

- Attainment of a Bachelor’s Degree in Computer Science or a related field, or an equivalent combination of recent experience and education.
- Experience working in a public library or similar public service environment
- Three years of professional IT experience.
- Able to work varied shifts (nights and weekends as needed) and schedules to facilitate projects and meet needs
- Problem solving abilities and organizational skills
- Possess exceptional oral and written communication skills, documentation skills, and ability to keep detailed records
- Working knowledge of current versions of Microsoft Windows desktop and server operating systems, Microsoft Office, SUSE Linux, and Micro Focus GroupWise.

Specific

- Experience administering VMware Virtual networks; VLANs, ACLs, Cisco switches, routers, and firewalls
- Experience administering MS Windows and LINUX servers.
- Ability to design, operate and maintain a multiple platform network, e.g. Windows, Linux, Netware.
- Experience administering security protection through a multi-layered approach while providing easy and intuitive access for Library patrons and staff.
- Experience administering an Integrated Library System (preferred) or experience administering another enterprise resource management planning system
- Experience administering GroupWise systems (preferred) or other local server or cloud based collaboration platform.
- Professionally interact as a senior member of the Technology Division staff in an effective and supportive manner; help 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, NOSs and software upgrades.
- Preferred certifications or equivalent: **VMWare VCA** **Cisco CCNA/CCNA Security** **Microsoft MCSE**

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

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

Friday, November 15, 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: October 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 if auxiliary aids or services are needed. Reasonable advance notice is required.