

Job Posting-Position Available
Posting Date – January 3, 2018
Mail Resume to: Manager, Information Technology
2610 S. Main, Stafford, TX 77477
Or Email twethers@staffordtx.gov
Application/Resume Deadline: Open Until Filled

Position: Systems Administrator/MIS
Class Structure: Technology
Class: Technology Coordinator
Level: 2 of 2
Dept/Div: Information Technology Department
Reports to: Manager, Information Technology
Pay Range: \$57,500 – \$76,210 – Exempt employee

Key Job Responsibilities:

- Designs, Installs, configures and maintains organization's network and operating systems;
- Administers entire network and subnets;
- Performs OS and software patching;
- Installs new software releases and systems upgrades;
- Maintains data files and monitors systems configuration to ensure data integrity;
- Maintains and manages all switches (Brocade) and firewalls (Palo Alto).
- Maintains specialized computer-based equipment
- Monitors efficiency of network traffic and adjusts accordingly
- Assists in initiation, planning and implementation phases of project management.
- Researches and plans for new hardware installations for network;
- Resolves problems and recommends system improvements;
- Evaluates and tests new hardware and software to determine efficiency, reliability and compatibility with existing systems;
- Monitor and Maintain Network and Database security.
- Disaster Recovery.
- Coordinates with all City departments concerning systems integration;
- Manages relationships with vendors and governmental agencies.
- Available after hours and weekends for troubleshooting.

Knowledge and Skills

- Ability to work independently and in a team environment and the ability to exercise good judgment.
- Ability to work with users of varying technical knowledge.
- Knowledge of VMware, Microsoft Windows Operating systems and applications. (Server, Workstation, Office, related applications.)
- Knowledge of Microsoft SQL Server and IIS.
- Knowledge of routers, routing protocols, switch, and gateways

- Must display excellent oral and written communications and mathematic skills.
- Knowledgeable in supporting Local Area/Wide Area Networks/Ethernet, wireless (Ubiquiti), fiber, and cellular technologies.

Minimum Qualifications for Position

- Education/Experience: College Degree and five (5) years of consultative technical project management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Network Certifications and Security Certifications a plus.
- Must have a valid Texas Driver's License
- Must submit to a background check and fingerprinting to meet with CJIS requirement

THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER