

CITY OF FALL RIVER

JOB POSTING

The City of Fall River, Management Information Systems Department, has the following vacancy:

Network Administrator

Annual Salary Up to \$65,000

Please submit your letter of interest and resume by November 30, 2020 to Madeline Coelho, Human Resources Director, One Government Center, Fall River MA 02722 or e-mail mcoelho@fallriverma.org

The Network Administrator will provide front-line primary technical support to end users on various technical issues and problems relating to hardware, software and peripherals. In addition to participating in technical projects of new applications, modifying/supporting existing applications; acquisition, installation, support, problem diagnosis/resolution and training of users on all computer and network equipment and peripherals; developing training material, and conducting training sessions for City supported hardware and software.

The Network Administrator must have excellent problem solving skills in order to diagnose, evaluate and resolve complex problem situations, or when appropriate, escalate or route them to appropriate IT staff members of to the Director of MIS.

Essential Functions and Duties:

Troubleshoot, diagnose and resolve IT issues related to:

- MUNIS Financial System including user accounts setup and permission support;
- Create & modify Crystal Report Writer;
- Network administration of WLAN;
- Network hardware configuration and maintenance, network address management' local and remote-connectivity issues' local and remote network printing configurations and support, Email – Administration, and Security Microsoft Window Servers;
- Routers, Switches, Firewalls, Access Points and other Network Devices;
- Windows desktop in a VDI environment (10 operating Systems);
- Support Government Center software applications (GIS, Patriot, Invoice Cloud, Office, Outlook, etc.);
- Install, configure, and maintain up-to-date network management software and tools with their underlying databases to monitor and manage the Government Center's network;
- Active Directory, E-mail, data backup and Restores, Anti-virus, Anti-spyware, Network accounts;
- Multifunction devices, fax machines, printers, audio/visual equipment;
- Government Center telephone system hardware and software;
- Perform other related duties as required.

Qualifications:

Education and Experience

- Associate's degree or higher education in Computer Science, Computer Engineering, Information Technology or related field preferred;

- Minimum of three years' Network Administration experience;
- CompTIA Net+, A+, Sec+, MCSE or equivalent experience;
- Windows 10;
- SQL Server 2008 or higher;
- Windows Server 2008 and higher;
- Active Directory, PowerShell, TCP/IP, SMTP, SNMP, DNS, DHCP, HTTP, FTP, Cloud Computing, Exchange 2010, SAN Storage, Tyler Technologies – Munis Software, ESRI GIS;
- Virtualization technologies including VMWare Horizon VDI;
- Microsoft Windows Operating Systems and Productivity Suites

Equal Opportunity employer