

# City of Streetsboro



## JOB POSTING

Deadline: December 29, 2021

JOB TITLE:	IT Network Administrator III
DEPARTMENT:	INFORMATION TECHNOLOGY
IMMEDIATE SUPERVISOR:	MAYOR
STATUS:	FULL-TIME EXEMPT, UNCLASSIFIED
COMPENSATION:	\$60,000.00 - \$85,000/Annual

### **POSITION SUMMARY**

Directs, manages, supervises and coordinates the activities and operations of the Information Technology Department within the City including hardware, software, network, telephone, and computer systems administration; identifies, recommends, develops, implements, and supports cost-effective technology solutions for all aspects of the organization; prepares bid specifications and analyzes bid proposals for computer and network equipment and software; coordinates assigned activities with other divisions, departments, and outside agencies.

### **RESPONSIBILITIES**

- Assume management responsibility for assigned services and activities of the Information Technology Department including designing, implementing, and administering City-wide information technology activities; manage, upgrade, and direct the installation, operation, and maintenance of information technology hardware and software; manage and maintain data and equipment security; administer and provide ongoing technical support and training for City staff.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, coordinate, and review the work plan for information technology activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Department's annual budget; participate in the forecast of funds needed for City equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Coordinate information technology capital improvement purchases for City departments.
- Plan the programs and operations of the department to meet the short and long-range goals of the Information Technology Department.

### **Department of Human Resources**

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- Manage and provide the deployment, monitoring, maintenance, development, upgrade, and support of all information technology systems, including servers, PC's, operating systems, hardware, software, peripherals and application development, and telecommunication systems.
- Evaluate existing information technology needs of all departments; propose recommendations to maintain and improve the quality of service; plan, coordinate, and implement improvements in service.
- Prepare bid specifications and analyze bid proposals for computer and network equipment and software, and telecommunications equipment and software.
- Coordinate networking data transfers with other agencies.
- Manage and/or coordinate implementation of all technology projects within the City.
- Respond to the needs and questions of computer users concerning their access to resources on the network, stand-alone personal computers, or attached devices; assist in problems relating to various software programs as necessary.
- Oversee and facilitate repairs to computers and/or network system.
- Maintain inventory control of all City information technology equipment.
- Ensure the security of all network files, assignment of network, and backup of all network data.
- Serve as the liaison for the Information Technology Department with other departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to information technology programs, policies, and procedures as appropriate.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of information technology; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform other related duties as required.

## QUALIFICATION

- Degree in IT or computer science or related field plus three (3) years of computer experience working with networks and computers.
- Flexible work schedules, occasional evening and weekend work.
- Must have a working knowledge of PC and Server operating systems.
- Thorough knowledge of computer fundamentals, thorough knowledge of computer and peripheral and software operations including word processing, spreadsheets, database management, system management software, and development tools.
- Must be able to demonstrate skill in the use and repair of computer equipment and software.
- Ability to model programs and systems to the needs of users for desired results, understand and follow oral and written instructions, explain technical material in layman terms, and develop effective working relationships with customers, co-workers, and Administration.
- Ability to make contacts with other departments, requiring tact and judgement to avoid friction, frequent contacts with others on matters requiring explanations and discussions,

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frequent contacts involving the carrying out of programs and schedules, regular outside contact with people requiring tact and judgement.

- Understands principles of data communications including Ethernet, modem, and vpn setup and installation, and problem determination/resolution.
- Must possess a valid State of Ohio driver's license with an acceptable driving record.
- Must be eligible to work in the United States.

Applications are available on the City's website at [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com) Department/Human Resources. Forward a completed, signed City employment application, cover letter, resume, and (3) references to

[Slockhart-reese@cityofstreetsboro.com](mailto:Slockhart-reese@cityofstreetsboro.com) or mail to:

City of Streetsboro  
Human Resources Dept.  
9184 S.R. 43  
Streetsboro, Ohio 44241

The City of Streetsboro is an Equal Opportunity Employer

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