City of Ames
Network Administrator Intern

SALARY	$25.00 Hourly		**LOCATION**	50010, IA
JOB TYPE	Temporary		**JOB NUMBER**	25-NAI-01
DEPARTMENT	Finance		**DIVISION**	Finance Information Technology
OPENING DATE	02/09/2026		**CLOSING DATE**	2/18/2026 12:00 PM Central
FLSA	Non-Exempt		**BARGAINING UNIT**	MERIT
RESIDENCY REQUIREMENT?	No			

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0

The City of Ames Finance Department has an exciting opportunity for a Network Administrator Intern to provide support for the Information Technology Division!

Under the general supervision of the Network Administrator, assists the network administrator in the installation, configuration, and support of all City-wide network hardware, network software, and communication links; performs other work as required.

Candidates interested in this opportunity can expect to work a varied schedule, approximately 20 hours per week and approximately from April 6, 2026 - April 2, 2027

This position is not benefit or paid leave eligible.

Examples of Essential Job Functions

- Assist in the installation of fiber or copper network lines

- Monitor switches and firewalls
- Configure switches for initial installation or later configuration change
- Physically install and remove switches, including travel to other locations to work on networking equipment
- Assist GIS in the documentation of fiber and copper lines
- Generate usage reports

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience:

Required:
-Current student in Computer Engineering, Computer Science, Management Information Systems, or related field.
-Experience in administering switches, routers, firewalls, and access points in some capacity.

Preferred:
-Experience in supporting Windows server operating systems, Windows scripting, hypervisors, and virtual machines.

Licenses and Certification:

Required:
-Valid driver's license.

Preferred:
-Cisco Certified Network Associate (CCNA) certification.

Knowledge, Abilities, and Skills:

As the candidate is on the job, the candidate will learn and experience the following:

Knowledge of WAN circuit troubleshooting, including interacting with carriers. Experience with routing/switching technologies and protocols, specifically VLAN, QOS, subnetting, and EIGRP; Knowledge of administering monitoring solutions for performance, reliability and security; Knowledge of networking services and protocols: TCP/IP, DNS, NFS, FTP, SSH, SMTP, SNMP, VOIP, SSL, and HTTP; Microsoft Active Directory & Group Policies, DNS, DHCP, FTP, permissions, security and alerting configurations; Certificate Authority and SSL implementation; Network /Firewall/Infrastructure Security.

Supplemental Information

Physical & Environmental Characteristics:

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking and hearing.

<u>Physical Characteristics of Work:</u> Requires sitting approximately 75% of the time, sitting and using arm/leg controls approximately 5% of the time, standing approximately 10% of the time and standing and walking approximately 10% of the time. Requires lifting of objects from 10 to over 50 pounds on a routine basis, and frequent lifting of objects under 10 pounds.

<u>Vision Requirements</u>: The minimum standard for use with those whose work deals largely with the use of a computer terminal, extensive reading, visual inspection involving small parts, and use of measurement devices.

<u>Environmental Conditions</u>: The worker is subject to both inside and outside environmental conditions and may be exposed to extreme cold and extreme heat. Also subject to noise and electrical hazards. The worker is required to work in confined spaces and in darkness or under poor lighting conditions.

<u>Equipment Used to Perform Essential Functions</u>: A wide variety of IT such as computers, storage systems, printers, servers, firewalls, routers, access points, and switches. A wide variety of software such as desktop applications, operating systems, diagnostic software, and communications software. General office equipment such as writing utensils, telephone, mobile phone, copy machine, etc. Operating a motor vehicle. Reading materials such as manuals, electrical drawings and blue prints. Equipment used in the installation and repair such as manual and power hand tools, wiring cable testers, cable crimper pliers, punch down tool, fiber testing equipment, etc.

Selection Process:

The selection process consists of an evaluation of education and experience, interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

NOTE: Preference may be given to applicants possessing qualifications above the minimum.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: http://www.uscis.gov.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer	Address
City of Ames	515 Clark Ave
	Ames, Iowa, 50010

Phone	Website
515-239-5199	http://www.cityofames.org/jobs

Network Administrator Intern Supplemental Questionnaire

*QUESTION 1

Are you a current student in Computer Engineering, Computer Science, Management Information Systems, or related field?

○ Yes

○ No

*QUESTION 2

Do you have experience in administering switches, routers, firewalls, and access points in some capacity?

○ Yes

○ No

*QUESTION 3

Will you have a current valid driver's license at the time of hire?

○ Yes

○ No

*QUESTION 4

Please list your field of study and year in school.

*QUESTION 5

Please describe your experience in administering switches, routers, firewalls, and access points in some capacity. (Please include length of time)

*QUESTION 6

Please describe your experience in supporting Windows server operating systems, Windows scripting, hypervisors, and virtual machines.

*QUESTION 7

Do you have Cisco Certified Network Associate (CCNA) certification?

○ Yes

○ No

* Required Question