

**DEPARTMENT HEADS AND DIVISION CHIEFS
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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No.: 335-1

Title of Position: Systems Network Administrator

Vacancy exists in the Finance Department/MIS Division.

Salary Range: \$50,000 - \$62,982

Date Posted: December 1, 2015

DEADLINE HAS BEEN EXTENDED

Deadline for Applying: ~~December 11, 2015~~

TO: January 15, 2016

Remarks: This is a Classified/Exempt Position
Examination Weight: 100% Education and Experience

Statement of Duties: Under the general supervision of the MIS Director will be responsible for supporting, managing and participating in the design, implementation and maintenance processes of all IT systems, including LAN, WAN, E-Mail, Security and related systems from both the End-User and the Infrastructure side. This position will serve as the secondary technical support staff to the Police Department and will back up our Network Manager. Duties will include being responsible for upgrades and installing patches on operating system and applications; for backups and everyday maintenance of servers; working with a team to automate management tasks, streamlining processes and performing standard administration functions as needed; being responsible for Microsoft Exchange Environment, to include, but not limited to patching, maintenance; acting as backup support for the police department's TriTech, dispatching, phone recording, mug shot, and fingerprint systems; assist the network manager with any network related issues or upgrades; maintaining inventory and providing accounting for all City of Warwick's resources including software, server, workstation and laptop systems; supporting and maintaining end user requirements on a daily basis, including troubleshooting, account maintenance and training; supporting of filming of the city council meeting; and other related duties that may be assigned by the MIS Administrator.

Education and Experience: Bachelors Degree or equivalent from four-year college or technical school with knowledge of various technologies supplemented with at least four+ years' of work experience as a Systems Administrator and Network Administrator; or any equivalent combination of education and experience. Must have excellent customer service skills and communication skills and be a Team player with a passion for technology and learning new technologies. Certifications preferred (MCP, MCSE, MCITP, CCNA, etc.)

Special Note: Applicants must possess a valid Rhode Island Driver's License. Driver's License check for last two years will be performed. Applicants will also be subject to a background criminal check prior to employment. Negative findings may prevent applicant from being considered.

T.D.D. 739-9150

Telecommunications Device for the Deaf

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER