

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

CLASSIFICATION: Network Services Administrator – Library
SALARY RANGE: TPOAM Grade L Salary Range: \$54,331 - \$66,874; Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more.

JOB DUTIES:

The Network Services Administrator - Library is responsible for the daily administration, monitoring and security of all **Library** computer networks, (wired and wireless) and associated supporting network design and infrastructure, and to ensure the proper daily operations of the Library's technological services.

JOB REQUIREMENTS:

- Bachelor's Degree or equivalent experience in Computer Science or related field with the following certifications:
 - Novell Netware 5 or 6 CNE
 - Microsoft MCSE Cert.
 - Micro Focus GroupWise 2014 R2
 - VMWare VCA or VCAP Cert.
 - Micro Focus Messenger 3.0 Admin.
 - Cisco CCNP or CCNA Cert.
 - Cisco Firewall Specialist Cert.
- 3+ years of experience actively administering VMware Virtual networks; VLANs, and ACLs.
- 3+ years of experience actively administering VMware vSphere Virtual Data Center resources.
- 3+ years of experience actively administering MS Windows 2000 Server networks and LINUX servers.
- 3+ years of experience in the design, operation and maintenance of a multiple platform - multiple protocol network and multiple servers in a mixed MS Windows NT/20xx Server, VMWare 6.5, Netware, and LINUX environment.
- 2+ years of experience actively administering an enterprise system and software, preferably an Integrated Library System.
- Thorough understanding of Microsoft Active Directory with a direct focus on integration with and migration from a complex tree design Novell Directory Service system.
- 2+ years experience in migrating network computers from Novell Netware to MS Windows 2000 Server with LDAP and Active Directory; experience designing and 2+ years experience actively administering GroupWise systems.
- 2+ years of providing security protection through a multi-layered approach while providing access for patrons and staff.
- Experience implementing and integrating emerging technologies into legacy systems.
- Ability to guide and direct the work of other Technology Division staff in an effective and supportive manner; to set work priorities and collect job status information on a regular basis, reporting to Coordinator of Division.
- Thorough understanding and direct experience in the installation of servers, NOSs and software upgrades.
- Effective written communication skills, documentation skills, and ability to keep detailed records.
- Requires a proactive, public service attitude with excellent interpersonal skills.
- Problem solving and organizational skills to prioritize and coordinate diverse, simultaneous projects; work under pressure of deadlines and changing priorities; work varied shifts and times to meet the needs of users as needed.

Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. The selection process will include a review of the applicant's experience for minimum requirements, criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step.

APPLY AT: City of Southfield Human Resources Department, 26000 Evergreen, Southfield MI 48076

Applications may be downloaded from the City's website at www.cityofsouthfield.com

City of Southfield Application Packets Must be Received in the Human Resources Dept. by 5:00 P.M.,

Friday, March 22, 2019

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

DATED: February 19, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.