

NETWORK ADMINISTRATOR

Recruitment #1607-4932-001

List Type Original

Requesting Department EMPLOYES' RETIREMENT SYSTEM

Open Date 8/5/2016

Filing Deadline 8/26/2016 11:59:00 PM

HR Analyst Jeff Harvey

Introduction

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

Purpose

The Network Administrator is responsible for the documentation, training, end-user support and release of infrastructure business solutions. The Network Administrator is also responsible for subsequent maintenance and enhancements of desktops, End user support, DR, Windows Server and VmWare Environments to support and enhance the Employees' Retirement System (ERS) Pension System.

Essential Functions

- Performs maintenance on servers and desktops, including patch and security updates to physical and virtual servers; ensures proper security protocols and guidelines are followed.
- Protects the network from vulnerabilities and performs anti-virus maintenance and support for 50+ users.
- Assists in the day to day support of Exchange Server 2013 and maintenance of the ERS virtual network (VmWare) environments.
- Monitors, maintains and improves the ERS disaster recovery environments.
- Participates in Disaster Recovery rehearsals for the technical team and business users.
- Performs SAN maintenance and support (Equallogic SAN).
- Monitors and troubleshoots LAN/WAN components and provides technical support for the ERS network.
- Monitors internetwork software and hardware to facilitate communication between the ERS data locations.
- Uses project management tools and techniques to implement new initiatives; reports on project status and performs cost/benefit analyses of proposed IT projects.
- Supports VmWare hosts, virtual servers and VCenter console.
- Responsible for asset management and IT inventory tracking and software licensing and inventory.
- Uses the Altiris application for asset management, reporting, and deployment of scripts and software installations.

Network Administrator (Employes' Retirement System)

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Conditions of Employment

- Position requires a flexible schedule to participate in an on-call rotation.

Minimum Requirements

1. Bachelor's degree from an accredited college or university in business, computer science, management information systems or a closely related field.
2. Three (3) years of experience supporting Windows 7+ and Windows 2003+ servers, VmWare (Virtual Center, clustering, etc.), SANs, MS Windows 8.1, MS Office Suite 2010/2013, and other job-related servers, applications and environments.

IMPORTANT NOTE: *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

NOTE: Equivalent combinations of education and experience may be considered.

Desirable Qualifications

- Network +, VmWare, Microsoft or other job-related certifications.
- Experience with pension or employee-benefits related systems and environments.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of necessary network hardware and software maintenance methods.
- Knowledge of disaster recovery approaches and protocols.
- Knowledge of backup/recovery activities.
- Knowledge of patch management procedures.
- Ability to read and interpret procedure manuals, technical diagrams, and flow charts.
- Ability to create and support High Availability environments through the use of sound infrastructure practices and techniques.
- Ability to organize work load, materials and schedule to ensure effective project coordination and product inventory.
- Ability to analyze and solve complex problems with minimal direct supervision.
- Ability to work cooperatively and effectively with ERS management, staff, support personnel, outside vendors and consultants.
- Strong analytical, interpersonal, oral and written communications skills.

Current Salary

The current starting salary (PG 2IX) is \$58,462 for City of Milwaukee residents. The non-resident starting salary is \$57,028 annually. Appointment up to \$72,491 is possible with approval based on qualifications and experience.

Selection Process

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

INITIAL FILING DATE – The examination will be held as soon as practical after **August 26, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.