

**CITY OF FONTANA
(IT) SYSTEMS/NETWORK SPECIALIST**

DEFINITION: Under general direction from the Network/Operations Division Manager and coordination with the Systems Administrator & Network Administrator, performs server, workstation, and network preventive maintenance; assists in automating system processes to the fullest extent possible; reviews system logs; performs related duties as required. Additionally, incumbents in this position will serve as backup for the Systems and Network Administrators.

ORGANIZATION: Reports to Network Operations Division Manager in the Information Technology Department.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Assist Systems Administrator with enterprise backups.
- Assist Systems Administrator in troubleshooting server operating systems and hardware.
- Assist Network Administrator in troubleshooting network problems.
- Patch servers and workstations via automated tools such as SMS.
- Assist Systems Administrator in monitoring and maintaining Microsoft Active Directory and network printing infrastructure.
- Monitor and audit system logs, working with Network Administrator or Systems Administrator to resolve issues.
- Apply router and switch IOS updates under the direction of the Network Administrator.
- Troubleshoot systems and applications to identify and correct malfunctions and other operational problems.
- Monitor and tune system performance.
- Coordinate with City's Database Administrator to patch, create maintenance routines, back up, and troubleshoot all databases and database servers.
- Maintain records and prepare and submit reports and correspondence as required by immediate supervisor.
- Work overtime and off-shift hours as needed.
- Provide backup for core functions of Systems Administrator and Network Administrator.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE CITY.

WORKING CONDITIONS: Position requires frequent standing and walking, sitting for extended periods; normal manual dexterity and eye/hand coordination; lift and move objects weighing up to twenty-five pounds; corrected hearing and vision to normal range as well as verbal communication; use of office equipment including telephone, computer, calculator, copiers and fax. Work is normally performed in an office with moderate to constant noise; frequent contact with other staff and vendors is required.

EDUCATION AND EXPERIENCE: A minimum of two years working experience in systems administration in a Windows server environment **OR** a Bachelor's Degree from an accredited college or university with major coursework in Computer Information Systems or a closely related field and a minimum of one year applicable experience. Experience with Microsoft Exchange, Windows 2003, and Cisco networking equipment is required. Experience managing multiple, interrelated servers in a 24 x 7 environment is highly desirable. Experience with HP/Compaq hardware, *nix, and VERITAS NetBackup desirable as well as Microsoft server certifications. Additionally, enterprise level security, disaster recovery, and business contingency planning experience or certifications are also desirable.

LICENSES/CERTIFICATES: Microsoft Certified Systems Engineer, Microsoft Certified Professional, Cisco CCNA. Experience may be substituted for certification at the discretion of the Department Director. Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and a background investigation.