



POSITION OPENING

IT SPECIALIST (NETWORK ADMINISTRATOR)

The City of Saint Peter is currently accepting applications for the position of IT Specialist (Network Administrator). **MINIMUM QUALIFICATIONS:** Associates degree in Computer Science or related field; Two years of experience in data processing systems and software applications; Experience with LANS (Local Area Networks); Experience in installation, configuration, management and use of servers; Knowledge of Microsoft Word, Outlook and Excel software including installing and configuring Microsoft software; Experience working with the public; Valid Minnesota Class D driver's license. **DESIRED QUALIFICATIONS:** Demonstrated minimum two years of experience in integration of SCADA, AMI or other data acquisition and control systems back-up and security; Demonstrated minimum of two years of experience in network design, support, back-up, security and documentation; Demonstrated two years of experience in deploying hardware including pc's, VoIP phones, multifunction devices, smartphone and other peripheral devices; Demonstrated experience in wire pulling, termination and testing.

Salary \$64,500 - \$71,500 per year. Applicants are required to complete a City application form available in the City Administrator's office at 227 South Front Street between the hours of 8:00 a.m. - 12:00 noon and 1-5 p.m., by calling (507)934-0663 or online at <https://www.saintpetermn.gov/365/Employment>. Completed applications must be received by the City Administrator's office by 5:00 p.m. February 3, 2021. Online interviews will be scheduled February 10-11, 2021. Faxed and/or late applications will not be accepted. AA/EEO

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

PAY EQUITY POINTS = 238

POSITION TITLE: INFORMATION TECHNOLOGY SPECIALIST

DEPARTMENT: CITY ADMINISTRATOR'S OFFICE

SUPERVISOR: CITY ADMINISTRATOR

OVERVIEW OF POSITION:

Under the general direction of the City Administrator, the Information Technology Specialist provides technical support to all departments and staff regarding software and hardware needs; planning, design and support of system networks and security maintenance.

DUTIES:

- Provide technical support to all City departments regarding computer software and hardware needs; train personnel on the utilization of computers and various software packages such as asset management, work order software, operate and oversee all networks and computer systems.
- Coordinate information technology services between internal users and technical sources. Diagnose and solve computing problems. Manage vendors who provide service including security, back-up systems and communications; provides support to all users as needed; prepares computer reports as requested.
- Provide technical assistance with communication devices; coordinates communication links between buildings; supports internet access and e-mail systems; provide necessary security.
- Make recommendations on system use policies, networking, hardware, software and security.
- Maintain data processing equipment including but not limited to servers, personal computers, modems, printers, network cabling and communication devices; daily backups, disaster recovery and system documentation.
- Works with others to maintain Automated Meter Information (AMI) systems, and assists in coordinating data links with utility billing software and operational systems.
- Work with others in coordinating operation and maintenance of Supervisory Control And Data Acquisition (SCADA) systems.
- Work with others in coordinating operation and maintenance of Police data management systems, audio and video systems, communications systems, joint operations integrated records maintenance systems, squad car computing, and specialized data retention

systems.

- Work with others in coordinating and maintenance of phone systems.
- Work with others in developing department budgets for computer and computer accessory purchases.
- Develop and maintain a computer systems capital improvement plan for hardware expenditures including updates, maintenance and new purchases and specialized SCADA and other equipment control software and hardware.
- Perform related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate clearly and effectively, both orally and in writing; understand and carry out directions; accept responsibility; cooperate with a wide range of individuals; maintain confidentiality as needed; be tactful.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Information Technology Specialist is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, stand, or walk; Frequently bend/stoop, crawl, and climb ladders; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating

Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

MINIMUM QUALIFICATIONS:

- Associates degree in Computer Science or related field.
- Two years of experience in data processing systems and software applications.
- Experience with LANS (Local Area Networks)
- Experience in installation, configuration, management and use of servers.

- Knowledge of Microsoft Word, Outlook and Excel software including installing and configuring Microsoft software.
- Experience working with the public.
- Valid Minnesota Class D driver's license.

DESIRED QUALIFICATIONS:

- Demonstrated minimum two years of experience in integration of SCADA, AMI or other data acquisition and control systems back-up and security.
- Demonstrated minimum of two years of experience in network design, support, back-up, security and documentation.
- Demonstrated two years of experience in deploying hardware including pc's, VoIP phones, multifunction devices, smartphone and other peripheral devices.
- Demonstrated experience in wire pulling, termination and testing.

Adopted: 02/26/2019