

**Network Technician
Information Technology Division
City Manager's Office**

MAJOR FUNCTIONS: This is a highly technical position responsible for the support, management, and enhancement of the City's desktop, network, and server environments. Works independently under the direction of the Information Technology Manager.

ESSENTIAL DUTIES: Maintains, supports, upgrades and monitors desktop, network, and server environments. Plans and implements system additions and upgrades. Works with other department personnel to provide computer and network support. Provides timely resolution of trouble and incident requests. Documents work progress and completion. Provides input on services requests and makes recommendations regarding the feasibility and acceptability of implementation. Gathers information as requested for budget analysis, scheduling, specification writing, contract negotiation, report preparation and presentations. Provides support and conducts training classes for users in all areas of office automation products, including word processing and spreadsheet software. Performs other non-essential duties as required.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of desktop, network and server systems. Thorough knowledge of network communications including protocols, switching and routing. Thorough knowledge of Microsoft Windows administration. Knowledge of Microsoft Active Directory Domain Services. Knowledge of computer applications as they apply to city wide business practices. Skill in testing with various network diagnostic devices and interpretation of test results. Skill in using hand tools and precision test instruments used to install and maintain network attached devices. Knowledge of CAT and fiber optic standards as it relates to proper installation of network attached devices. Knowledge of the occupational hazards and safety precautions of the trade. Ability to prepare technical reports. Ability to demonstrate good interpersonal skills. Ability to communicate effectively with supervisor, other City employees, and the general public both verbally and in writing.

EDUCATION AND EXPERIENCE: Graduation from High School or G.E.D. and from an accredited two (2) year college or technical school. Two years' experience as a technician in a PC support and/or network support function. CompTIA A+ Certified Technician, Microsoft Certified Professional (MCP), and Cisco Certified Network Associate (CCNA) certifications preferred OR an equivalent combination of education, training and experience which provide the necessary knowledge, skills and abilities and other competencies necessary for success in the target position. Must have a valid Florida Driver's License.

JOB LOCATION: 215 Main St.

WORK SCHEDULE: Monday – Friday, 8:00a.m. - 5:00p.m. Must be able to work nights and weekends, as needed.

HIRING RATE: \$38,492 Annually

CLOSING DATE: Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Information Technology Manager at 215 Main Street. Applications can also be downloaded online at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.