



NOTICE OF JOB OPENING

Network Administrator

Posting Date: May 15, 2024
Department: Information Technology
Reports to: Information Technology Director
Salary Range: \$34.02- \$50.21 Depending on Experience
Position Type: Full-Time
How to Apply: Applications available at bountifulutah.gov
(City Application REQUIRED)
Send to: Human Resources, 795 S. Main St., Bountiful, UT 84010
Email: jobs@bountiful.gov

Deadline to Apply: 5:00 p.m., Wednesday, May 29, 2024

Overview:

Under general supervision, provides technical professional data processing/information services support for city functions.

Essential Job Functions:

Performs specialized work in the design, development, and maintenance of IP, routing, and switching network technology, specifications, and resources.

Provides project development, direction, and management in the areas of analysis, design, programming, testing, troubleshooting, documentation, implementation, system review, and ongoing system support for responsible network hardware.

Coordinates and manages projects as assigned and works with users to evaluate existing workflow to maximize the effective use of technology related to job responsibilities.

Assists IT Staff in a variety of complex technical duties as needed by implementing, servicing, and maintaining network equipment such as routers, switches, camera and access control systems, firewalls, telecom, and other peripheral equipment.

Coordinates with the IT team to provide daily and after-hours support to city staff for all technology-related issues.

Audits responsible network components to verify compliance and security including critical updates, vulnerability patches, and systematic performance baselines.

Evaluates and updates existing security policies and practices as needed to address the most current risks using emerging technologies and procedures.

Other duties as assigned.

Knowledge, Skills and Abilities:

Extensive knowledge of Layer 3 switching, VLAN's, routing protocols (OSPF, BGP, RIP, etc.), including wireless AP's, VoIP, network switch and firewall programming, testing, systems analysis, operations, and error recovery.

Qualifications:

Bachelor's degree in Computer Science, Management Information Systems or related field

Three to six years of experience in firewall/network switch configuration and deployment, network security, and network voice (VoIP) systems

Must have a valid Utah Driver's License

Successfully pass a background check, a driving record check, and a pre-employment drug test