

JOB DESCRIPTION

Information Technology Specialist rev 9-2014

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Microsoft (MCSE/MCSA) and Cisco (CCNA/CCNP/CCSP) professional certifications are preferred.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of network administration, system access, and security management.
- Administration and maintenance principles of network operating domains, relational databases, and windows-based software applications.
- Network hardware, software and peripheral equipment troubleshooting techniques.
- Communications technology, equipment and integrated applications.

Required Skill in:

- Installing, configuring, testing, operating and maintaining computer and communications systems, peripheral equipment, application software and network devices.
- Analyzing and resolving computer network problems in a multiple operating system environment.
- Analyzing equipment and system malfunctions, troubleshooting computers and software applications, and determining effective solutions.
- Solving technical problems involving integrated operating systems and hardware platforms.
- Identifying current and potential IT problems, and recommending technical corrections.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining effective working relationships with co-workers.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.