



**Position Recruitment Notification  
For Internal & External Candidates**

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**Job Classification: Network Specialist**

<b>Department/Division</b>	Information Technology
<b>Employment Status:</b>	Full-time
<b>Annual Salary /Grade:</b>	\$55,000.00-\$86,940.00 D.O.Q. / Grade 17-GS
<b>FLSA:</b>	Non-Exempt
<b>Union:</b>	Non-Union
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	Until filled

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**POSITION SUMMARY:**

The ideal candidate will need to be knowledgeable and capable to apply the principles and procedures of computer systems, such as, data communication, hierarchical structure, backups, testing and critical analysis. Hardware and software configuration of computers, servers and mobile devices, including computing environments of Windows Server and Desktop OS and applications, Unix/Linux OS, VMware, IOS/Android. Network protocols, security, configuration and administration, including firewalls, routers, switches and wireless technology. Cabling and wiring, including fiber network, telephone, serial communication, termination, and punch-down. Telecommunications theory and technology, including VoIP, serial communication, wireless protocols, PBX, fax, voicemail and auto-attendant.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [HR@oak-park.us](mailto:HR@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



Reports to: Director of Information Technology  
Department: Information Technology  
Pay Band: 17-GS  
Non-Union: Non-Exempt

## **NETWORK SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform various network/system administration, computer support, and operational activities for the Village including computer system setup, configuration, and testing.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports directly to the Information Technology Services Director

### **EXAMPLE OF DUTIES:**

*Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Configure, test, and deploy network systems, such as, firewalls, routers, switches, wireless equipment, network servers and storage arrays.
2. Configure, test, and deploy system servers, such as, file, print, Internet, e-mail, database, and application servers.
3. Configure, test, and monitor server and end-user systems for security, such as, user accounts, login scripts, file access privileges, and group policy management.
4. Configure, test, and deploy end-user systems, such as, workstations, laptops, mobile devices, printers, and software.
5. Test, configure, deploy, and support security systems, such as, facility access system, video & audio system.
6. Monitor and auditing of networks, systems, and user activities to ensure security and efficiency of systems. Create scripts and reports of detail activities for regular review.
7. Perform and participate in disaster recovery activities, such as, backup procedures, data recovery, and system recovery planning.
8. Assist end-users with computer problems or queries. Troubleshoot systems as needed and meet with users to analyze specific system needs.
9. Ensure the uniformity, reliability and security of system resources including network, hardware, software and other forms of systems and data.
10. Prepare, create and update user/technical procedure documentations and provide computer training.
11. Assemble, test, and install network, telecommunication and data equipment and cabling.

12. Participate in research and recommendation of technology solutions.

**Other important responsibilities and duties**

1. Train users in the area of existing, new or modified computer systems and procedures.
2. Participate in the preparation of various activity reports
3. Travel and support remote facilities and partner agencies.
4. Operate, administer and manage the Village and Public Safety computer systems, including E-911 center, in-vehicle computer systems.
5. Prepare clear and logical reports and program documentation of procedures, processes, and configurations
6. Complete projects on a timely and efficient manner
7. Communicate effectively both orally and in writing
8. Establish and maintain effective working relationships with those contacted in the course of work
9. Perform related duties and responsibilities as required

**QUALIFICATIONS**

**Knowledge of:**

Principals and procedures of computer systems, such as, data communication, hierarchical structure, backups, testing and critical analysis.

Hardware and software configuration of. computers, servers and mobile devices, including computing environment of Windows Server and Desktop OS and applications, Unix/Linux OS, VMware, iOS/Android.

Network protocols, security, configuration and administration, including firewalls, routers, switches and wireless technology.

Cabling and wiring, including CAT5/6, fiber network, telephone, serial communication, termination, and punch-down.

Telecommunications theory and technology, including VoiP, serial communication, wireless protocols, PBX, analog, fax, voicemail and auto-attendant.

Principles and methods of computer programming, coding and testing, including power shell, command scripting, macros, and VB scripts.

Modern office procedures, methods and computer equipment.

Technical writing, office productivity tools and database packages.

### **Ability to:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment*
- *Lift 50 pounds of equipment, supplies, and materials without assistance*
- *Working in and around computer equipped vehicles*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles*

Maintain mental capacity allowing for effective interaction and communication with others

Maintain reasonable and predictable attendance

Work overtime as operations require

### **Experience and Training Guidelines**

**Experience:** Three years of network/system administration in the public or private sector, maintaining a minimum of 75 Client Workstation computers. **AND**

**Training:** Possession of a Bachelor's degree from an accredited college or university with major coursework in computer science or a related field. Certifications in Microsoft Server Administration, Networking, Applications and Cisco Networking.

Possession of a valid Illinois Driver License is required at the time of appointment.

### **WORKING CONDITIONS**

Work in a computer environment; sustained posture in a seated position for prolonged periods of time; continuous exposure to computer screens; work in and around computerized vehicles outdoor and garage facility; lifting heavy equipment, communication cabling and wiring into walls and ceilings.