



DEPARTMENT OF INFORMATION TECHNOLOGY

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-969-6658 • FAX: 570-348-4148

Network Administrator - Department of Information Technology

Duties

- Provide level two tech support to all City technology users - City Hall/SPD/SFD/Parks/DPW/OECD
- Provide level two tech support for all City technology - City Hall/SPD/SFD/Parks/DPW/OECD
- Troubleshoot and support PC/Printing/Software/Telephone/Network and User issues
- Perform testing on new hardware/software/systems prior to deployment
- Configure and deploy PCs to end users
- Configure and deploy network infrastructure hardware
- Configure and deploy servers
- Receive and respond to helpdesk calls/e-mails
- Perform system/user/network administration
- Perform Data/System Backups

Skill Set/Qualifications

- PC/Network/Server and software troubleshooting skills
- Proficient using and configuring Microsoft Windows client and server operating systems
- Excellent communication, planning, coordination and problem solving skills
- Team player with the ability to work collaboratively in a multi-disciplined environment
- Bachelor's degree in a relevant field or equivalent work experience
- Minimum professional certification of Microsoft Certified System Administrator/Microsoft Certified IT Professional (MCSA 2003/MCITP: Server Administrator)
- Must be able to lift and carry up to 75 LBS