

The Town of New Milford is hiring! The Town of New Milford is currently accepting applications for our Network Administrator within our IT Department. Supporting both the Town and the Police Department, this position plays a critical role in our Network Security and 24/7 operations. Qualified applicants will bring at least 2 years of experience administering a Windows PC network. Knowledge of Google, Munis and related programs are a plus. Interested and qualified interest should send a completed Town of New Milford employment application and resume to: Greg Bollaro, Personnel Director, Town of New Milford. 10 Main Street, New Milford, CT. Gbollaro@newmilford.org

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Information Technology Department
Job Title: **Network Administrator**

Non-Union Exempt/– 40 hrs/wk
Salary Grade 4 (\$68,409-\$91,675)

Job Summary:

Assist the Information Technology Director in responsibilities of administering Town and Police Department computer systems.

Supervision Received:

Works under the supervision of the Information Technology Director.

Essential Duties for the IT Department:

- Installs, configures, and troubleshoots computer networks and associated assemblies.
- Performs network troubleshooting to isolate and diagnose common network problems
- Assist in administering the New Milford Police Departments network
- Upgrades network hardware and software components as required
- Operates with a high degree of autonomy and represents the department in interactions with internal and external constituencies in a calm, friendly, and efficient manner.
- On call for Police Department as directed.
- Assist Technology Director with server/switch configuration and troubleshooting.
- Administer resources on the network. This includes management of server-based programs and technology related services as needed.
- Work with vendors to resolve problems, plan efficient strategies, and review new products and potential new solutions as required.
- Monitor system performance and event logs as prescribed by the Director of Technology.
- Make authorized changes to system software, which correct inconsistencies and malfunctions as necessary.
- Any other directives as prescribed by the Director of Technology.

Knowledge, Skills and Abilities:

- Thorough knowledge of information technology principles, concepts and component use.
- Strong experience in analyzing computer problems on a Windows based system. Implementing a solution for the problems.
- Understand and use Windows Active Directory.
- Knowledge in Munis or IBM AS400 operating system a plus.
- Ability to carry and lift documents and office equipment weighing up to 50 pounds.
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions.
- Strong written and verbal communication skills.

Education, Training and Experience:

Bachelor's Degree in computer science plus 2 years experience administering Windows PC networks. Will accept an equivalent combination of education, training and experience.

Must hold a valid Connecticut motor vehicle driver's license.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Revised on 1/28/14