CITY OF FONTANA
PUBLIC SAFETY SYSTEMS SPECIALIST

DEFINITION: Under general direction from the Network/Operations Division Manager and coordination with the Systems Administrator, administers all aspects of server and workstation hardware and operating system installation, configuration, and maintenance of Public Safety systems; proactively performs preventive maintenance; automates system processes to the fullest extent possible; works closely with other IT groups supporting Public Safety applications; performs related duties as required. Additionally, incumbents in this position will serve as backup for the Systems Administrator.

ORGANIZATION: Reports to Network Operations Division Manager in the Information Technology Department.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:
- Evaluate, install, configure, document, back-up, protect, manage, and troubleshoot all server operating systems and hardware, including related hardware such as UPS and rack systems, on the PD network.
- Coordinate 800Mhz radio system with data systems.
- Troubleshoot wireless data cards, MDCs, and 800Mhz radios.
- Administer, monitor, and maintain Microsoft Active Directory and network printing infrastructure on the PD network.
- Monitor and audit server operating systems on the PD network.
- Ensure compliance with DOJ network security standards for CLETS.
- Work with vendors, carriers, and technical staff on PD system implementation, optimization, and on-going management.
- Troubleshoot PD systems and applications to identify and correct malfunctions and other operational problems.
- Monitor and tune system performance.
- Provide/coordinate user support and training in the use of PD software & hardware.
- Coordinate with other team members to patch and troubleshoot problems for PD applications.
- Coordinate with DBA to patch, create maintenance routines, back up, and troubleshoot all PD databases and database servers.
- Maintain records and prepare and submit reports and correspondence as required by immediate supervisor.
- Work overtime and off-hours as needed, as well as participate in on-call rotation.
- Provide backup for core functions of Systems Administrator.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE CITY.

WORKING CONDITIONS: Position requires frequent standing and walking, sitting for extended periods; normal manual dexterity and eye/hand coordination; lift and move objects weighing up to twenty-five pounds; corrected hearing and vision to normal range as well as verbal communication; use of office equipment including telephone,

computer, calculator, copiers and fax. Work is normally performed in an office with moderate to constant noise; frequent contact with other staff and vendors is required.

EDUCATION AND EXPERIENCE: A minimum of two years working experience in systems administration in a Windows server environment **OR** a Bachelor's Degree from an accredited college or university with major coursework in Computer Information Systems or a closely related field and a minimum of one year applicable experience. Experience with Microsoft Exchange, SQL Server and IIS is required. Experience managing multiple, interrelated servers in a 24 x 7 environment is highly desirable. Experience with HP/Compaq hardware, *nix, and VERITAS NetBackup desirable as well as Microsoft server certifications. Additionally, enterprise level security, disaster recovery, and business contingency planning experience or certifications are also desirable.

LICENSES/CERTIFICATES: Microsoft Certified Systems Engineer, Microsoft Certified Professional. Experience may be substituted for certification at the discretion of the Department Director. Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and a background investigation.