

**CITY OF FONTANA  
(IT) SYSTEMS/NETWORK SPECIALIST**

**DEFINITION:** Under general direction from the Network/Operations Division Manager and coordination with the Systems Administrator & Network Administrator, performs server, workstation, and network preventive maintenance; assists in automating system processes to the fullest extent possible; reviews system logs; performs related duties as required. Additionally, incumbents in this position will serve as backup for the Systems and Network Administrators.

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

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Assist Systems Administrator with enterprise backups.
- Assist Systems Administrator in troubleshooting server operating systems and hardware.
- Assist Network Administrator in troubleshooting network problems.
- Patch servers and workstations via automated tools such as SMS.
- Assist Systems Administrator in monitoring and maintaining Microsoft Active Directory and network printing infrastructure.
- Monitor and audit system logs, working with Network Administrator or Systems Administrator to resolve issues.
- Apply router and switch IOS updates under the direction of the Network Administrator.
- Troubleshoot systems and applications to identify and correct malfunctions and other operational problems.
- Monitor and tune system performance.
- Coordinate with City's Database Administrator to patch, create maintenance routines, back up, and troubleshoot all databases and database servers.
- Maintain records and prepare and submit reports and correspondence as required by immediate supervisor.
- Work overtime and off-shift hours as needed.
- Provide backup for core functions of Systems Administrator and Network 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, Windows 2003, and Cisco networking equipment 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, Cisco CCNA. 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.