POSITION VACANCY ANNOUNCEMENT

POSITION: IT Expert – Systems Department

SALARY: Anticipated starting salary is $36,159/annually. Actual starting salary commensurate with applicant’s skills, knowledge and abilities

REQUISITION #: 0701143

DEADLINE DATE: December 25, 2006

JOB SUMMARY:
The George A. Smathers Libraries Systems Department is recruiting for the position of IT Expert. This position’s duties are to assist with network administration/Server Management, Linux administration, troubleshoot and build servers, and assist IT Specialist with complex troubleshooting problems. This position will perform network administration duties to include Active Directory management, creating and modifying organizational units, adding and modifying user and computers, network security etc.

RESPONSIBILITIES:
• Manage Windows and Linux Servers to include maintaining current updates, troubleshooting technical problems, etc.
• Network Security, Configuration, and Access control
• Troubleshoot Servers, staff and public use computer configuration to include monitoring logs and identifying possible problem areas, defining solid public computer configuration to ensure secure and accountable computer practices remain in effect.
• Keeps up to date on new technology, constantly being abreast of the latest security threats, and presenting new creative ideas to enhance the usability and security of the network.
• Monitors status of servers
• Review Server event logs
• Assist with network management
• Other Duties as required
QUALIFICATIONS:

Minimum qualifications:
High school diploma and four years of any combination of relevant experience, education and/or certification. The level of expertise and skill required to qualify for a position in this classification is generally attained through combinations of education and experience in the field. While such employees commonly have a bachelor's or higher degree, no particular academic degree is required.

Preferred Qualifications:
- Windows network administration skills
- Linux server administration skills
- Experience in network installation, operations, and administration using
  - Ethernet and TCP/IP
  - Switching and routing
  - Current industry cabling schemes
  - Security best practices
- Strong written communications skills, including
  - Electronic mail and discussion groups
  - Reading, writing, and interpreting technical documents
- Two years of experience configuring and troubleshooting Intel-based hardware
- Experience supporting network computers in a physically dispersed environment