



CITY OF ALTON
Human Resources
101 East Third Street, Room 100
Alton, IL 62002

City of Alton

Network Administrator

Requirements:

- High School Graduate or equivalent
- Five years related experience or Associate's Degree in any computer related field with two years related experience
- Establish Alton residency within 90 days after probationary period
- Minimum of COMPTIA A+ Certification or ability to obtain within six (6) month of probationary period or equivalent of five (5) years of verified work-related experience
- Valid IL driver's license and acceptable police record

The following must be submitted to HR@cityofaltonil.com by:
November 30, 2021 @ 5:00 pm.

1. Application
2. Resume
3. Cover Letter with Salary Requirements



CITY OF ALTON
Alton, Illinois
Job Description

Network Administrator – Information Technology Department

NATURE OF WORK

The Information Technology Technician installs, modifies and makes minor repairs to all City computer hardware and software systems, and provides technical advice and support to system users. He/she maintains adequate knowledge of existing hardware and software in use to maximize efficiency of the network and users' utilization of them; and provides written documents which evaluate Local Area Network information on periodic intervals.

EXAMPLES OF WORK

- Identifies and procures the hardware and software needed to satisfy user requirements
- Installs hardware and peripheral components such as monitors, keyboards, printers and disk drives on user's premises
- Loads appropriate software packages such as operating systems, networking components, office applications, new software, and hardware, on the LAN coordinating assistance from IT Director
- Provides telephone, in-person and online support to end-users
- Provides updates, status and completion information to manager and/or users via email or the help desk support system
- Refers major hardware problems to IT Director for correction
- Connects users to networks and provides initial training in facilities and applications
- Administers email and antivirus systems
- Rotates daily back-up media
- Assists in research and procurement of computer accessories and supplies
- Add and maintain users on the network; assigning application access, ensuring security and maintaining their configurations are within standards
- Performs other duties as assigned

MINIMUM REQUIREMENTS

- High school graduate or equivalent with five (5) years related experience or Associate's Degree in any computer related field with two (2) years related experience
- Establish residency within Alton City Limits within 90 days after completion of the probationary period
- Minimum of COMPTIA A+ Certification or ability to obtain within six (6) month of probationary period or equivalent of five (5) years verified work related experience
- Valid Illinois driver's license and acceptable police record