

JOB DESCRIPTION

Town of North Smithfield

PART-TIME COMPUTER NETWORK ADMINISTRATOR

GENERAL SUMMARY:

Under general supervision of the Town Administrator and Finance Director, the Computer Network Administrator will be responsible for the development, implementation and continuous management of the Town's existing and future hardware and software systems, including the development of a website, and the use of current communication strategies to provide high quality computer support.

ESSENTIAL FUNCTIONS:

1. Administer the Town's computer networks using industry-standard networking software and applications:
 - a. Perform network troubleshooting to isolate and diagnose network problems.
 - b. Configure user computing devices for optimum performance on the network.
 - c. Upgrade network hardware and software components as necessary.
 - d. Install directory structures, rights and security and software on file servers.
 - e. Maintain remote access to the network for users that require it.
2. Oversee development, implementation and maintenance of the Town's websites.
 - a. Identify new web features and plan their implementation.
 - b. Coordinate with departments to maintain up-to-date information on the websites.
3. Maintain the Town's email system at all Town domains.
4. Respond to the needs of users for desktop computer support:
 - a. Diagnose & repair printer & copier networking issues.
 - b. Diagnose & repair desktop computer hardware.
 - c. Perform hardware upgrades as necessary.
 - d. Diagnose & repair application software issues with vendors if necessary.
5. Maintain backups of network & essential user data providing for redundancy & several generations of files.
6. Analyze and formulate solutions and determine technical guidelines that address specific project requirements.
7. Maintain oversight for all Town technology including but not limited to phone systems, cell phone plan/equipment, postage machine and town copiers.

8. Develop bid specifications for computer equipment and technology acquisitions.
 - a. Plan the acquisition & implementation schedule for new computers, phone systems, cell phone plan/equipment, etc.
9. Maintain confidentiality of the Town's computer system operations.
 - a. Maintain firewalls & other security equipment.
 - b. Maintain the anti-virus applications.
 - c. Maintain network security updates that are performed on a regular schedule.
10. Attend staff meeting, training sessions, council sessions, etc. as directed.

OTHER FUNCTIONS:

1. Perform additional duties, as assigned.
2. Provide communications with committees, boards, and task forces, as directed.

JOB REQUIREMENTS:

Education/Experience/Training

1. Bachelor's degree or two to four years of related experience and / or training; or equivalent combination of education and experience.
2. Technical knowledge of desktop computing and proficiency in one or more programming languages and / or application packages.
3. Knowledge of computer applications on a variety of platforms.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
5. Ability to work effectively with other town employees.
6. Ability to respect and maintain the confidentiality of records, reports and information obtained during the course of employment.

PHYSICAL REQUIREMENTS:

This job requires the ability to perform essential functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions:

1. Ability to effectively communicate verbally.
2. Ability to operate office machines.
3. Ability to operate a computer in an office environment.
4. Ability to communicate by telephone.
5. Ability to lift or drag, alone or with assistance, objects weighing 25 pounds or more.

WORKING CONDITIONS:

1. Most duties are performed routinely in office environments.
2. Some duties performed outdoors.
3. Ability to work evenings and weekends, when necessary.
4. Part-time hours of 19 per week can be scheduled flexible to meet Town and employee needs.

SALARY:

The Town Administrator and Budget Committee shall determine the annual salary range, consistent with the Town Charter, the Personnel Rules and Regulations, and appropriate funds. For the FY17-18 budget, the hourly pay is \$30.00/hr.