



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

BETH BRENNAN O'DONNELL

Director of Human Resources

KAREN MEAGHER

Benefits Manager

CATHY TROMBLEY

Human Resources Aide

JOB POSTING

Network Administrator/Database Specialist

Job Title: Network Administrator/Database Specialist

Department: Information Technology

Location: City Hall, 24 Lowell Street, Peabody, MA 01960

Pay: \$62,500 - \$73,500

Schedule: Full-time, 32.5 hours per week
Monday, Tuesday, Wednesday 8:30 AM – 4:00 PM
Thursday 8:30 AM – 7:00 PM
Friday 8:30 AM – 12:30 PM
Additional hours may be required

Summary of Job Duties: (Full job description available at the Human Resources Department)

Under the supervision of the Director of Information Technology, Network Administrator/Database Specialist provides technical network/hardware and software application problem resolution. This position requires frequent interaction with end-users either over the phone or face to face, performing question diagnosis while guiding users through step-by-step solutions. Duties shall include but are not limited to supporting LANs, WANs, network segments, Internet, and Intranet systems; resolving username and password problems; verifying proper hardware and software set up; power cycling equipment, and troubleshooting viruses, malwares or email issues. Network Administrator/Database Specialist also assists with and provides training on navigating and using various applications and databases; performing hands-on fixes at the desktop level, including installing and upgrading software, implementing file backups, configuring systems and applications; and maintaining and monitoring computer systems and networks.

Qualifications:

An Associate's degree or higher with major coursework in Information Technology or a related discipline is required. At least 5 years of demonstrated experience in the IT field is required. One of the following certifications is required: CompTIA A+, CompTIA Network+, CCNA, MTA, or MCSA. Willingness to obtain additional certifications desired. Any equivalent combination of education and experience which demonstrates possession of required knowledge, skills, and abilities will be considered. A Bachelor's degree in Information Technology or a related field preferred.

Experience with LAN, VLAN, WAN, firewalls, routers, switches, wireless networks, cabling, network design, network/cyber security, backups, disaster recovery planning, network performance, Active Directory, SMTP, DHCP and IP scope, VPN, FTP, Anti-Virus/Spam/Malwares, IPS/IDS, desktop PCs, HP and Dell servers, printers, remote assistance, mobile support and Avaya IP Office phone system preferred. Experience with systems administration, Windows OS (Windows 7, Windows 8, Windows 10, Windows Server 2008, Windows Server 2012, Windows Server 2012 R2), SQL, VMWare, and Microsoft Exchange required. Must be Microsoft proficient: Word, Excel, PowerPoint, Access, Outlook, Publisher, Visio, etc. Knowledge of basic programming languages such as HTML, Perl, MS-DOS, Java, JavaScript, PHP, SQL, Microsoft PowerShell, and others preferred. Extensive application support experience and exceptional analytical and problem solving skills needed. Must be highly self-motivated and directed, with meticulous attention to detail. Experience working in a team-oriented, collaborative environment with the ability to effectively prioritize and execute tasks in a high-pressure environment. Exceptional customer service skills required.

Posting Date: June 23, 2016

Qualified candidates apply on or before July 15, 2016 at 12:30 PM at the City of Peabody Human Resources Office, City Hall, 24 Lowell Street, Peabody, MA 01960, or via email to ctrombley@peabody-ma.gov or via fax at 978-538-5982. The City of Peabody is an EOE.