

Systems Administrator

The City of South Haven is seeking a Systems Administrator. Responsibilities include provisioning, planning, installation and operations of the I.T., broadcasting and website infrastructure.

Typical duties and responsibilities:

- Provide users with technical support and training for I.T. related problems through in-person, email, telephone, and help desk contacts.
- Setup user accounts and workstations.
- Install and configure software and hardware.
- Apply software patches and upgrades.
- Troubleshoot system issues and outages.
- Provide after-hours support for infrastructure emergencies as well as occasional upgrades
- Document any changes made to systems and solutions to problems.
- Update website, public document server and social media as necessary.
- Install network and low voltage cabling.
- Operate Cable TV and Online Streaming services for Government Access Channel.
- Setup meeting rooms as assigned for use with IT infrastructure and A/V interfaces.
- Attend nightly meetings as assigned as Cable TV/Streaming Operator.

Qualifications:

High school diploma or equivalent. Certification in information technology tools and processes including but not limited to CCNA/CCNP, Network+, A+ is preferred.

Knowledge, Skills and Abilities:

- Use of Windows based software.
- Familiarity with virtual environments such as VMware vSphere.
- Ability to remove and install hard drives and other computer components.
- Principles and procedures of record keeping.
- Basic knowledge of DC circuitry.
- Ability to read and interpret technical documents.
- Basic ability to create and edit web pages in common scripting languages such as HTML.
- Operate digital audio/video mixers, character generators, projectors, and streaming servers in a Cable TV operations center.

Salary range is \$41,400 - \$48,600 DOQ, with an excellent benefit package.

Applications are available in City Hall lobby and City's website at <http://www.south-haven.com>

Mail completed applications to Human Resources Department, City of South Haven, 539 Phoenix Street, South Haven, MI 49090; email to dlull@south-haven.com or fax to (269) 637-5319. Applications will be accepted through April 27, 2018.

City of South Haven is an Equal Opportunity Employer