



The City of Simi Valley is accepting applications for:
SYSTEMS ADMINISTRATOR (Senior Information Services Analyst)

This recruitment is open until filled and may close at any time. The first review of applications will occur on **June 1, 2018**, or when 75 applications have been received, whichever occurs first.

Annual Salary: \$88,661 - \$113,935, plus up to \$22,773 annually to offset the cost of medical, dental, vision, or other optional benefits.

THE POSITION: The Systems Administrator will be part of a team responsible for the Switching, Voice Over Ethernet Protocol, Email and Firewalls systems. They will be a key player that identifies needs, makes recommendations, implements and supports technology for the City of Simi Valley.

Knowledge, Skills, and Abilities: Knowledge of advanced principles, practices, methods, and techniques used in installation, troubleshooting and maintenance of computer science and information systems; ability to provide support in implementation and maintenance of information systems, networks, applications, and programs, and safely operate wide variety of information services equipment.

The incumbent will: research, design, purchase, implement and support critical information systems. They will be able to solve problems independently or as a team and work with manufacture support on complex technical issues as necessary.

The ideal candidate will have a strong systems background, sound judgment and excellent communication skills. They will take ownership over system issues, have excellent organization skills, and understand business impacts when evaluating alternatives.

Essential Duties and Responsibilities include, but not limited to:

- Design, recommend, purchase, and implement new systems
- Provide 3rd-level complex troubleshooting
- Support the City's existing computing infrastructure
- Monitor systems and perform changes necessary for stability/performance
- Install & assist in configuration of commercial off the shelf software
- Install, configure, & maintain servers, hosts, storage, switches, & other hardware
- Introduce/integrate new technologies into existing environments
- Install software upgrades/security patches; monitor for intrusion
- Maintain City inventory and configuration
- Maintain troubleshooting documents and processes
- Other duties as assigned

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's Degree with major coursework in Information Sciences, Computer Science, or a related field.

Experience: 4+ years of increasing responsible Systems Administrator experience, including 2+ years at a level comparable to an Information Services Analyst, as described in the City of Simi Valley job description.

Special Requirement: Valid C California Driver's License and the ability to pass a background check are required. Certification and detailed knowledge in at least 2 of the following technologies: Active Directory, VMWare, Ethernet Switching & TCP/IP Routing, Firewalls, Storage Area Networks, Microsoft Exchange, and/or Shortell VoIP is desirable.

How to Apply: Apply online at www.Calopps.org. Questions? Contact Human Resources via e-mail at HR@simivalley.org or call (805) 583-6743. Resumes are not accepted in lieu of the City's application.

Selection Process: Candidates who possess the best combination of qualifications will be invited to interview, however, it is not guaranteed.

Applicants seeking Veteran's Preference must submit Form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division in writing.

AN EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.

BENEFITS

Retirement: CalPERS 2% @ 55 or 2% @ 62 defined retirement plan. Employees currently pay a 7% contribution.

Medical: \$128/mo, plus up to \$1,897.77/mo in "Simiflex Dollars," (cash to offset the cost of health or other optional benefits)

Dental: PPO and HMO plans are available. Employee cost ranges from \$0 to \$86.96 per month.

Vision: A plan is available with a cost of \$1.96 per month.

Life Insurance: \$101,000 for employees and \$5,000 for each dependent is provided at no cost.

Disability Insurance: Paid by the City.

Retirement Health Savings Plan: \$200 per month.

Deferred Compensation: 401 (k) plan, the City will match employee contribution up to \$125.83 per month.

Annual Leave (Vacation & Sick Leave): 208 hours/year for the first five years; 248 after five years; and 260 after ten years.

Holidays: 11 paid holidays per year (paid at 8-hours each), and an 8-hour floating holiday.

Alternative Work Schedule: Many City positions work a 9/80 schedule with alternative Monday or Friday off.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Senior Network/Security Engineer (Senior Information Services Analyst)

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Please answer the following questions.

Answers to these questions may be evaluated and scored to determine the best qualified candidates to continue in the selection process. Be specific and thorough in answering the questions and do NOT indicate "See Resume" or "See Application". Applications submitted without responses or with limited responses may not be considered for this position. Please note all information provided on your application, including these questions, are subject to verification.

1. I have read and understand the instructions.
 - Yes
 - No

2. In no more than 3 paragraphs, please describe your ideal network design consisting of 3 campuses each with 3 buildings, 600 total users, 3,000 devices that support voice, video and data.

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.

Name (please print)

Name (signature)

Date