Employment Opportunity

Network Administrator
Information Technology - - CL12-37

Apply by Monday, October 29, 2012

About the Position: The currently advertised full-time position will perform network systems design and modification of a routine to complex nature in support of functions for wide area network, local area network and VoIP (Voice Over Internet Protocol) systems, including voice mail, data communication systems on the Aptos campus. A Network Administrator position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties: Under the direction of the Manager of Technology Services:
- Gathers and analyzes information regarding the college VoIP, local/wide area network and requirements and develops or modifies the system to support college computational needs
- Installs, configures, tests, implements, upgrades, repairs, troubleshoots and maintains networking equipment including servers, routers, bridges, cabling, peripheral communications equipment, workstations and other associated equipment necessary for network operation
- Conducts feasibility studies
- Develops system, hardware and cost requirements and proposed time frames
- Simulates hardware and software problems, tests and evaluates alternative solutions, and recommends and implements appropriate operating systems, software applications and hardware
- Modifies commercial software to meet designated needs
- Designs network client interfaces that integrate data communications such as computer networks, mail and file systems and telecommunications
- Documents systems and performs regular backups
- Troubleshoots network hardware and operating problems, including but not limited to connectivity, internet access, electronic mail and file servers, which may require the use of a college vehicle or cart
- Ensures proper installation and configures the full range of network, Ethernet and Fiber-optic devices
- Writes user procedures and instructions and assists departments and staff in implementing new or modified programs and applications
- Conducts software training in an individual or organized classroom setting for College staff computer users to ensure the most effective use of hardware and software
- Tracks and evaluates adopted systems and programs
- May direct the work of others on a project basis
- Maintains records and prepares and documents system configurations
- Maintains current knowledge of new technologies and new computer applications
- Maintains virus protections on a continuing basis
- Designs and implements network user accounts structure for staff
- Designs, implements and maintains Internet and E-mail services
- Recommends hardware and software applications for assigned area of expertise
- Performs related duties as required or assigned

Minimum Qualifications:
Two years of college level course work with major course work in computer science, business procedures and accounting, mathematics, or a closely related field and three years of increasingly responsible experience in local/wide area network administration, design, implementation, configuration, monitoring, installation and troubleshooting. Please note: Similar technology experience may be substituted for the required experience on a year-for-year basis.

Knowledge of:
- Computer programming principles, techniques and procedures for both administrative, business and academic applications
- Operating principles and characteristics of local/wide area networks, telecommunications, client server environments and personal computer hardware utilized by the College
- Network operating systems, protocols, desktop operating systems and related applications and utilities
Knowledge of (continued):
- Integration of data and telecommunication systems
- Systems analysis design procedures and techniques
- Techniques for instructing others in hardware and software usage
- Project planning, prioritizing and scheduling techniques
- Software applications in common use by the college staff
- Network monitoring software and procedures
- Network hardware and related equipment

Skill in:
- Analyzing networking systems and problems and developing new or modified solutions to meet changing conditions
- Analyzing network and telecommunication system requirements and selecting appropriate hardware and software solutions
- Developing logical procedures and developing tests to validate network and telecommunication configuration and efficiency
- Troubleshooting hardware and software problems and debugging network systems as required
- Preparing clear and concise documentation, user procedures, reports of work performed, and other written materials
- Translating user department needs into operational solutions
- Instructing staff in the operation of new or revised network configurations, including explaining complex concepts to non-technical users
- Exercising sound judgment within established guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of work

Ability to:
- Read, analyze and interpret technical manuals, procedures and instructions
- Define problem areas, collect and evaluate data, and make appropriate recommendations
- Make arithmetic calculations accurately and rapidly
- Attend to and analyze detailed information
- Perform moves, adds and changes on a VoIP system
- Communicate effectively, both orally and in writing
- Exercise discretion and safeguard the confidentiality of information
- Understand and follow oral and written directions
- Effectively interact with other staff, operating departments, and representatives from vendors
- Trace, identify, and resolve hardware and software malfunctions
- Perform complex analyses for networking and telecommunication systems
- Analyze system generated statistics and make recommendations for configuration and resource allocation
- Safely lift items weighing up to 40 pounds, such as computer and networking equipment
- Safely operate an automobile or comparable vehicle for personal transportation to work sites

Other Requirements:
- Must be able to safely lift and move boxes and equipment weighing up to 40 pounds, and to safely move heavier equipment with assistance
- Must possess and maintain a valid California driver's license and a safe driving record during the course of employment in order to drive a vehicle, including college carts
- Must be able to crawl, bend, stoop, and work in small spaces, and walk and stand for extended periods of time
- Must be willing to work days, evenings, and weekends at various campus locations

Desirable:
- VMware Infrastructure design & management
- Windows Active Directory including Group Policy
- Cisco infrastructure management including UCS, ASA Firewalls, Switches, Routers, and Wireless NCS
- Identity Management implementation and strategies for a multi-platform environment
- EMC VNX Series SANs
- BlueCat Networks software/appliance solutions (DNS/DHCP)
- Linux administration
- Shell Scripting with PerlScript & Python
Salary: *$4,496 to $4,957 per month to start, plus fringe benefits; seven-step schedule to $6,026 per month. Full-time assignment, 12 months per year; Tuesday – Saturday, 9:45 a.m. to 6:45 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual's previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

**How to Apply:** Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
or fax to: (831) 477-3545
Phone: (831) 479-6217

**Each Applicant MUST Submit:**

a) Completed and signed Cabrillo College classified employment application

b) Resume – job related

c) One to three letters of recommendation which address the candidate’s ability to perform the duties of this position

d) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)
   • Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

e) Criminal History Inquiry Supplemental to Application

f) Copy of current driver's license

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:** All application materials MUST be received in the Human Resources Department by: Monday, October 29, 2012. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.