

## JOB ANNOUNCEMENT

### CITY OF UNALASKA, AK CITY HALL – FINANCE DEPARTMENT \*Information Systems Division\*

Open Date: October 19, 2020  
Close Date: November 30, 2020

**Position:** Network Administrator  
**Hiring Salary:** \$59,534.90 - \$74,424.06 / Salary

The City of Unalaska is accepting applications for the position of **Network Administrator in the Finance Department**. Located in the central Aleutian Islands, Unalaska, Alaska is a multicultural coastal community of approximately 4,500 full-time residents and is home to the number one commercial fishing port in the United States, the International Port of Dutch Harbor.

***The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.***

**GENERAL DESCRIPTION:** Under direction of the Information Systems Supervisor, this position manages the City's physical, virtual and wireless networks, as well as all datacenter systems (e.g. physical & virtual servers) to ensure the operation of all information systems related applications and services.

**KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of local area networks, wireless networks, server and desktop virtualization (VMware vSphere & Horizon), Windows OS's, Active Directory, desktops and general infrastructure related maintenance. Must be highly organized with the ability to multi-task, maintain confidentiality, and work under pressure. Excellent verbal and written communications skills. Must be self-motivated, accurate, and detail-oriented. Ability to work independently and as a team member. Must be proficient in a Windows environment, including word processing, spreadsheet, and database software. Must be able to operate a City vehicle.

#### **EDUCATION & EXPERIENCE:**

Undergraduate degree in Information Technologies or related field.  
Five (5) years experience with Microsoft Windows Server and desktop operating systems, Microsoft Office, and SQL Server.  
Five (5) years experience designing, implementing and maintaining IP networks.  
Preferred qualifications - VMware VCP, MSCE, CCNA, Cisco IP Telephone, and A+  
Combined education and experience which could provide knowledge, skills abilities listed will be evaluated on an individual basis.  
Professional experience may be substituted for the formal education requirements.

#### **LICENCES & SPECIAL REQUIREMENTS:**

Must be at least 18 years of age.  
Must have or ability to obtain an Alaska Driver's License within 90 days of hire.  
Must be eligible to work in the US; if hired must complete employment eligibility verification form (I-9) as required by Federal law.  
Successfully pass background check which includes criminal background, professional and reference check.  
Successfully pass a pre-employment drug test.

#### **BENEFITS:**

\$5,000 Relocation Assistance, if applicable.  
Travel allowance \$2,000 every year on your date of hire after 1<sup>st</sup> year of employment.  
Free Annual Membership of Life Med (employee + dependents)  
Free Membership for Parks, Culture and Recreation (employee only)  
Medical and Dental premiums 100% employer paid (employee & dependents)  
Paid Time Off starting at 16 hours a month.  
Eligible for 457 Retirement Plans with ICMA- RC or Mutual of America  
9 paid Holidays and 3 floating Holidays per year  
Eligible for PERS retirement.  
Up to 100% tuition reimbursement (must be taken while employed; refer to Title III)

**TO APPLY:** Submit a City of Unalaska Application. All necessary forms are available at City Hall, Administration Dept. 907-581-1252, or by downloading at [www.ci.unalaska.ak.us](http://www.ci.unalaska.ak.us) [job openings/Employment Forms Link]. Return completed forms to City of Unalaska , email [mmurdock@ci.unalaska.ak.us](mailto:mmurdock@ci.unalaska.ak.us) or fax 907-581-4469.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply