



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

Server Specialist

Salary: \$60,995.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, three professional references and copies of required certifications to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, July 11, 2014.

GENERAL STATEMENT OF DUTIES:

Analyzes, evaluates and maintains server and network systems. Performs analysis and planning; interacts with end-user personnel to determine application data access requirements; researches and recommends server and network hardware and software including communications equipment. Interacts with support personnel and vendors.

ILLUSTRATIVE DUTIES:

1. Analyzes, designs, tests and evaluates Server environment, such as Microsoft, Linux or UNIX operating on DELL, HP or other hardware platforms.
2. Looks for ways to consolidate servers and improve the current server environment.
3. Tracks lifecycle of all servers and assists in upgrading and migrating plans.
4. Responsible for building, installing, maintain and updating current and new servers in the City's infrastructure including operating system and applications.
5. Provides hands-on server support and technical assistance. Install, configures and troubleshoots servers, server applications and related PC applications and systems.
6. Performs domain administration duties.
7. Monitors performance, utilization and system backups, and disaster recovery.
8. Works with vendors to insure proper implementation of warranties, service contract and sends tracks returns when necessary.
9. Performs server analysis and planning; interacts with development and end-user personnel to determine application requirements; researches and recommends server hardware and software.
10. Monitors SAN (Storage Area Network) environment.
11. Works with Network Architect by following design and documented procedures for supporting servers and reporting back if procedures need changing.
12. Work with Data Architect by following design and documented procedures for supporting servers and reporting back if procedures need changing.
13. Consults customer, visits workplaces or conducts surveys to determine present and future user needs.
14. Identifies areas of operation that need upgraded equipment such as modems, fiber optic cables and telephone wires. Develops and writes procedures for installation, use and troubleshooting of communications hardware and software.

15. Monitors system performance and provides security measures, troubleshooting and maintenance as needed.
16. Reads technical manuals and brochures to determine which equipment could meet the City of Bridgeport's requirements.
17. Sets up user accounts, regulating and monitoring file access to ensure confidentiality and proper use.
18. Tests and evaluates hardware and software to determine efficiency, reliability and compatibility with existing system and make purchase recommendations.
19. Visits vendor facilities attend conferences – training and studies technical journals to keep up changes in technology.
20. Works with other engineers, systems analysts, programmers, technicians and top-level managers in the design, testing and evaluation of systems.
21. Adapts, modifies and documents existing software to meet specific needs.
22. Assists users to diagnose and solve data communication problems.
23. Maintains needed files by adding and deleting files on the network server and backing up files to guarantee their safety in the event of problems with the network.
24. Maintains the peripherals, such as printers, that are connected to the network.
25. Requires ability to provide guidance and expert advice to management or other groups on technical systems or process related topics.
26. No supervising of staff, some training of other support staff for rudimentary procedures to cover for vacation or other absence.

Other Duties: May work or be assigned on special projects defined by the Director of ITS.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

1. Associates Degree in computer science or related field required; A+ Certification is required, Network certification a plus, Server certification, Windows server 2008 or newer.
2. Requires a minimum of 7 years in an IT environment. At least 3 years of the experience in supporting Microsoft Windows 2003 and 2008 servers is preferred.
3. Extensive knowledge of Microsoft Windows servers, circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming, Microsoft's Office software product line and/or other financial applications; must have ability to control operations of equipment or systems; ability to monitor and review information to detect or assess problems.
4. Requires extensive knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems' experience in inspecting equipment, structures or materials to detect and assess extent of problems or defects.
5. Extensive knowledge of principles and processes for providing customer service, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Requires the ability to train or instruct in computing systems processes and programs for the City of Bridgeport employees.
6. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
7. Requires good communication skills, both written and oral, and the ability to establish working relationships with supervisor, peers and subordinates.

This job description is not intended to be a complete statement of all duties, functions, responsibilities and qualifications that comprise this position.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS