

**Date posted: March 18, 2015**

**City of St. Charles  
Employment Opportunity  
System Administrator  
Full-Time**

**Job Description**

This hands on position is responsible for assisting in the provisioning, installation, configuration, operation, optimization, and maintenance of the City's hardware, software, and related infrastructure. This position also provides secondary support for microcomputers and peripherals, telephony hardware and software, and audio/visual equipment, including direct user support, installation and upgrades, and routine purchases. This position assists with coverage and problem resolution for the helpdesk. In the absence of the Network Manager, may assume the responsibilities of the Manager when assigned.

Will actively monitor, maintain, and document all managed technology systems, including performance, security, and system availability. Research, evaluate, purchase, and install new hardware and software. This position is responsible for system implementations/upgrades/migrations, including those from physical to virtual environments. This position assists in the planning, design, implementation, operation, optimization, and support of special technology projects, telephony hardware and software, audio/visual hardware and software, and the City's Enterprise Resource Planning system. This includes working with other members of the IS department and other City departments to determine needs and coordinate and complete projects. Also assists in supporting cooperative arrangements with other entities, including St. Charles School District 303, Kane County, Tri-Com, Geneva, and Batavia.

**Requirements**

Applicants must possess a Bachelor's degree in business, computer science, management information systems, or a closely related field. The position requires a minimum of four (4) years of Microsoft and Cisco networking design or support and two (2) years of IP telephony installation and support. Must possess the ability to take initiative, and exercise professional, independent judgment to plan work, formulate recommendations, and make sound decisions. Exceptional oral and written communication skills to build rapport with co-workers, contractors, management, and elected officials are essential.

Applicants must have Cisco certification, TCP/IP proficiency and experience troubleshooting cabling issues (UTP/5 and fiber) is also required. Must have thorough knowledge of various communications equipment; Windows servers and related installation, design, management and troubleshooting. Thorough knowledge of private branch exchange (PBX), voicemail; voice over IP (VOIP) systems; Cisco routing and switching; and Microsoft's Hyper-V virtualization platform; and support of Microsoft Windows servers and applications.

Applicants must be able and willing to respond to emergency calls twenty-four (24) hours a day, seven (7) days a week, and carry a wireless communications device. This position also requires a valid drivers' license.

If selected, successful completion of a thorough background check, physical, functional capacity evaluation, and drug screen are required. Applicants must have the ability to lift up to 40 lbs., with or without a reasonable accommodation.

**Salary**

Starting pay will be commensurate with experience. Excellent benefit package provided.

**Apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) no later than April 12, 2015**

Please thoroughly complete the employment application, including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.