



JOHN SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: Network/Application Specialist	PAY RANGE: \$52,000-59,000/yr	CLASSIFICATION/ GRADE: A-6	EEOC Admin
LOCATION: Information Technology Dept. Town Hall	APPLY BY: September 3, 2013	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

An official Town of Newington Employment Application is required in order to be considered for this position. Applications are available at the Town Manager's office or at www.newingtonct.gov.

ESSENTIAL FUNCTIONS:

Under the general supervision of the Chief Information Officer or his/ her designee oversees and ensures completion of tasks pertaining to supporting Town computer, telephony, and data network resources. This includes assisting in planning and coordinating the installation, configuration and maintenance of servers, computers, laptops, mobile devices, printers, telephony, network/ data equipment, and software for Town departments. Supports all Town software applications, debugs complex programs, and conducts system testing. Modifies, maintains and updates existing applications and serves on project teams as assigned.

MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with:

- Graduation from a four-year accredited college with a Bachelor's degree in Computer Science, Information Technology, Engineering, or related field and four (3) years experience in supporting computers (Windows OS, Linux OS, MAC) and LAN/ WAN administration or an equivalent combination of education and experience substituted on a year-for-year basis.
- Ability to obtain a current Microsoft Certified Systems Engineer (MCSE) or a combination of two (2) or more of the following certifications: Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Desktop Support, Microsoft Certified Professional, A+ Certification, Cisco (CCNA), Sonicwall Certification, VMWare Certification, Citrix Certification, and Linux Certification.
- Extensive knowledge of Microsoft operating systems, topologies and protocols.
- Must be able to demonstrate considerable and highly technical knowledge of personal computer hardware, peripherals, operating systems, and network operating systems, including installation procedures, architecture and trouble-shooting techniques.
- Knowledge of principles of data communications and related equipment.
- Ability to communicate clearly, both verbally and in written form.

See attached Job Description for more information; Job Description subject to change.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

ADDITIONAL JOB FUNCTIONS:

- Perform additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use computer equipment and related software programs and to type with speed and accuracy.
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision, supervise other staff members, as needed, and projects.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate projects and events.
- Ability to process paperwork accurately and efficiently.
- Ability to compile data as requested.
- Ability to acquire a working knowledge of the functions and responsibilities of the department.
- Ability to maintain strict confidentiality of information as necessary.
- Ability to work effectively with other employees, elected officials and the general public in person and over the telephone.
- Knowledge of local area and wide area networks, virtualization technologies, thin client solutions, remote access components (Virtual Private Networks, Citrix) web filtering, spam filtering, network monitoring.
- Ability to read, comprehend and analyze technical computer information and compile data into useful results.
- Extensive knowledge of computer systems, software, applications, and relational databases.
- Ability to learn new products and technologies as they become available.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 75 pounds.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

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- Knowledge of principles of data communications and related equipment.
- Ability to communicate clearly, both verbally and in written form.

LICENSE OR CERTIFICATE:

Valid Connecticut Motor Vehicle Operator's License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.