



## CITY OF SANDY JOB DESCRIPTION

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**POSITION TITLE:** Systems Administrator  
**DEPARTMENT:** Information Technology  
**FLSA STATUS:** Exempt  
**SALARY GRADE:** G  
**REPRESENTATION:** None

### **GENERAL POSITION SUMMARY:**

The Systems Administrator works in the Information Technology (IT) department performing tasks associated with installation, provisioning, and maintenance of City network and computer infrastructure.

### **ESSENTIAL JOB FUNCTIONS:**

- Install, manage, and maintain City computer infrastructure including: Servers, Desktops, Voice Over IP systems, Storage Area Network, firewalls, and corporate wireless networks.
- Work with IT Director in the design and deployment of infrastructure expansions and upgrades.
- For example, the PD, HR assistance and seeing what other screens have on them. The changes should be tracked, so if they do not show up, you might have to toggle it in the review tab.
- Must maintain confidentiality of information that you may indirectly see while working with specific users to fix a computer or software issue.
- Document system architecture and maintain up to date records of deployed systems.
- Design, deploy, and manage infrastructure monitoring systems to monitor uptime and reliability of network and systems infrastructure.
- Providing customer service and assistance with IT related projects for City staff.
- Establish and maintain positive working relations with coworkers, citizens, and the public.
- Other duties as assigned.

### **JOB SPECIFICATIONS:**

#### **Mandatory Requirements:**

- Bachelor's Degree from an accredited college or university or equivalent experience.
- Minimum two years of experience working in an office setting.
- Any combination of experience and education which provides the applicant with the level of required knowledge and abilities will be considered.

#### **Necessary Knowledge, Skills and Abilities:**

- Expert knowledge of Windows Platform (server and desktop).
- Advanced knowledge of Voice Over IP systems on the Cisco Unified Communications platform.
- Advanced knowledge of the following software: Microsoft Office, Google Earth, Cisco ASDM, Nutanix/AHV (or similar virtualization platforms).



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- Competency in the following Linux distributions: Ubuntu, Debian, and CentOS.
- Working knowledge of provisioning and troubleshooting Ubiquiti UniFi corporate wireless networks.
- Excellent customer service skills.
- Ability to work in a busy office setting and balance multiple tasks simultaneously.
- Working knowledge or willingness to learn DevOps fundamentals, SCM, Continuous Integration/Delivery, Puppet.
- Working knowledge of scripting and scripting languages.
- Working knowledge or willingness to learn container-based deployment.

### **Special Requirements/Licenses:**

Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and have a valid driver license with an acceptable driving record.

### **SUPERVISION RECEIVED:**

Works under the direction of the IT Director and SandyNet General Manager.

### **SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Requires the ability to function in an indoor or outdoor environment engaged in work of primarily a moderate active nature.
- Requires cardiovascular fitness to walk 400 yards over varying terrain.
- Requires auditory ability to carry on ordinary and telephone conversation.
- Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, observe moving objects, and observe physical layouts.
- Requires the ability to alternate sit and stand for sustained periods of time to observe construction and perform counter work.
- Requires sufficient ambulatory ability to move about an office and outdoor field locations and to kneel, crouch, bend, and climb.
- Requires the ability to move materials weighing up to 15 pounds frequently, and infrequently weighing up to 50 pounds.
- May be required to use personal vehicle in the course of employment.
- Requires exposure to computer screens, networking devices and optical lasers.
- Frequently required to sit for long periods of time.
- Requires the mobility to stand, stoop, crawl, reach and bend.
- Able to reach with hands and arms, use hands to finger, handle, operate small objects, tools or controls and must have sufficient hand eye coordination to operate common equipment.
- Frequently required to climb ladders to install/maintain equipment.



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### **TOOLS AND EQUIPMENT USED:**

- Cable making equipment such as RJ45 crimpers and punch down tools.
- Fiber Termination equipment such as fiber optic cable and fusion splicer.
- Basic office equipment, including telephone, copy machine and computer.
- Power tools including drills, and air compressor. Various hand tools.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors and outdoors where some safety considerations exist from climbing and unstable surfaces.
- Work duties involve frequent travel by motor vehicle to site to make installations and customer service calls.
- Work duties infrequently require evening or weekend hours.
- The noise level in the work environment may at times require the use of hearing protection depending on the task being performed.
- Work is intermittently performed in the outdoor work environment, traveling from site to site; exposure to noise, wet and/or humid conditions, temperature variations, smoke, fumes, and gases.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

*Greg Brewster*

Information Technology Director  
SandyNet General Manager

Adopted: 08/04/17

Revised: 10/2020

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee**

**Date**