

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Medford, MA 02155  
Personnel Office, Room 204  
Jennifer Dever Wood – [jdeverwood@medford-ma.gov](mailto:jdeverwood@medford-ma.gov)  
Jeanine Femino Camuso@[medford-ma.gov](mailto:medford-ma.gov)  
HR: 781-393-2406 - Fax: 781-391-3546

**POSITION:** **City of Medford, Information Technology  
PART TIME - NETWORK ADMINISTRATOR**

**HOURS OF WORK:** Monday, Tuesday, Thursday 8:30 a.m. – 4:30 p.m.  
Wednesday, 8:30 a.m. - 7:30 p.m.  
Friday 8:30 a.m. - 12:30 p.m.  
17.0 HOURS~ WITHIN HOURS OF OPERATION

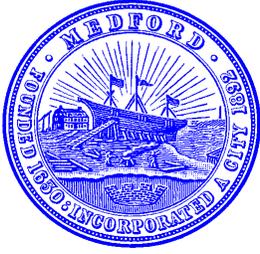
**SALARY:** \$27.55 Hourly

#### POSITION SUMMARY:

Under general supervision, troubleshoots, installs, maintains, and supports network communications equipment and related technologies requiring basic technical skills.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains competency with respect to network communications equipment
- Maintains competency in Transmission Control Protocol/Internet Protocol (TCP/IP) networking, including routing, bridging, switching, and wireless technologies and protocols
- Maintains competency with respect to network cabling materials and installation specifications and standards
- Participates in the development of equipment and operating systems software specifications for new network communications equipment and related technologies
- Assists in the planning and implementation of hardware and software systems installations and upgrades
- Assists in diagnosing network communications equipment and systems malfunctions and coordinating and/or implementing repair activities
- Supports all network server peripherals and supporting systems
- Works primarily on low risk/impact systems
- Provides on-call support when needed
- Performs support at City Hall or other locations as directed
- Conforms to safety standards as prescribed
- Perform related duties as assigned



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## KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

- Knowledge of network communications systems.
- Knowledge of Transmission Control Protocol/Internet Protocol (TCP/IP) networking technologies and troubleshooting.
- Knowledge of desktop computer hardware and software operating systems.
- Knowledge of network server systems and operations.
- Knowledge of network printer configuration and support.
- Knowledge of cabling, termination, installation, troubleshooting, and repair to include CAT5 and CAT6 technologies.
- Knowledge of fiber optic cabling include single-mode and multi-mode.
- Knowledge of the installation, configuration, troubleshooting, and repair of Uninterruptible Power Systems (UPS) supporting networking communications equipment.
- Ability to discuss, understand, and explain technical problems with non-technical customers.
- Ability to plan complex network communications activities.
- Ability to read and interpret complex technical documentation.
- Ability to diagnose computer hardware and software malfunctions and initiate repairs
- Experience creating, editing, and maintaining technical documentation.
- Make technical presentations to City staff and administrators.

## POSITION REQUIREMENTS:

### Education, Training, and Experience:

High school diploma or other equivalent, (i.e., GED, college, technical or trade school) plus two (2) years of work experience in Information Technology (IT), plus one (1) additional year of work experience directly related to this position.

### LICENSES AND CERTIFICATIONS:

A valid Massachusetts driver's license required.

Preferred Industry certification in the area of network communication technologies, such as Cisco Certified Network Associate (CCNA), CompTIA Network+, etc.



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## WORK ENVIRONMENT:

City of Medford Information Systems, City Hall offices and other City of Medford locations; air-conditioned and non-air-conditioned equipment rooms; travel to and from City Hall and other City office settings.

## PHYSICAL DEMANDS:

Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person, e-mail or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices. Strength: Sedentary/medium – exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

## EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, modems, telephones, fax machines.

## CLOSING DATE:

November 28, 2016

## ADDRESS ALL COVER

Personnel Office

## LETTERS AND RESUMES TO:

City of Medford  
85 George P. Hassett Drive  
Medford, MA, 02155

or please send cover letter and resume to [jobs@medford-ma.gov](mailto:jobs@medford-ma.gov) with the job title in the subject line

For the complete posting please visit the City of Medford's website - [www.medfordma.org](http://www.medfordma.org)

*"The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer"*