

Charter Township of Redford

15145 BEECH DALY ROAD • 313-387-2760 • FAX 313-387-2711 • REDFORD, MICHIGAN 48239
www.redfordtwp.com



Tracey Schultz Kobylarz, Supervisor
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Lily Cavanaugh, Treasurer
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Trustees
Adam Bersek
Liam Bersek
Elizabeth Kagan
Elizabeth Kagan
Kim Taylor

DONALD E. WOOD

Township Superintendent

LOCAL AREA NETWORK ADMINISTRATOR

The Charter Township of Redford is accepting applications for the position of **Local Area Network Administrator**. This position is part of the MAPE Union and housed within our IT Department. Under the general supervision of the Information Technology Director, the LAN Administrator will fully support, configure, maintain and upgrade Township's networks, workstations and in-house servers.

Experience and Education Requirements:

- Proven experience in a network administrator or Senior IT support role
- Hands on experience in end user support
- Experience with firewalls, enterprise switches, Internet VPN's remote implementation, troubleshooting, and problem resolution
- Ability to set up and configure server hardware
- Familiarity with backup and recovery software and methodologies
- Must be able to multitask and prioritize
- BS degree in Computer Science or related field

Hourly Rate: \$22.13 per hour (subject to yearly increase based upon contractually guaranteed pay rate). Medical, Dental, Vision, Life, and Retirement Plans are available.

Please submit a cover letter and resume by email to smistretta@redfordtwp.com or by U.S. Mail to:

**REDFORD TOWNSHIP PERSONNEL DEPARTMENT
15145 BEECH DALY ROAD
REDFORD MI 48239
(313) 387-2760**

**Position will remain open until a qualified candidate is hired.
THE CHARTER TOWNSHIP OF REDFORD IS AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER.**



REDFORD TOWNSHIP EMPLOYEES'
CIVIL SERVICE COMMISSION

LOCAL AREA NETWORK ADMINISTRATOR

DEPARTMENT: Information Technology
REPORTS TO: Information Technology Director
FLSA STATUS: Non-Exempt

General Description:

Under the general supervision of the Information Technology Director, fully support, configure, maintain and upgrade Township's networks, workstations and in-house servers.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following duties, responsibilities, tasks, knowledge, skills and other characteristics. This list of Duties and Responsibilities is ILLUSTRATIVE ONLY, and is not intended to be considered a comprehensive listing of all functions and tasks performed by positions in this class.

Duties and Responsibilities:

- Install and integrate new server hardware and applications
- Install and integrate new network switches and related infrastructure
- Support and administer third-party applications
- Ensure network security and connectivity
- Monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses
- Set up user accounts, permissions and passwords
- Resolve problems reported by end user
- Define network policies and procedures
- Specify system requirements and design solutions

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- Research and make recommendations on server system administration
- Other duties and responsibilities may be assigned as the need arises

Experience and Education Requirements:

- Proven experience in a network administrator or Senior IT support role
- Hands on experience in end user support
- Hands on experience in networking, routing and switching
- Excellent knowledge of best practices of management, control, and monitoring of server infrastructure
- Experience with firewalls, enterprise switches, Internet VPN's remote implementation, troubleshooting, and problem resolution
- Ability to set up and configure server hardware
- Familiarity with backup and recovery software and methodologies
- Must be able to multitask and prioritize
- Windows Operating system experience
- Cisco, HP or Network + certifications a plus
- BS degree in Computer Science or related field

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