

The City of Beaverton is Hiring:

# Information Services Specialist

Information Services Division, Finance Department

**Application Deadline: Open Until Filled; First Review of Applications on September 2, 2016 at 4:30 p.m. PDT**

## THE POSITION

This is an exciting opportunity for a highly qualified candidate to be the city's network and communications systems specialist. This position is responsible for overall analysis, design, management, and maintenance of network infrastructure.



## THE IDEAL CANDIDATE

### Minimum Qualifications

- Associates degree in computer science (MCSE or equivalent course work) or five years of experience in LAN and WAN fields, including some experience in a lead role
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered
- Valid driver's license and ability to meet the city's driving standards
- Ability to pass drug screen, reference and background check
- Ability to pass FBI CJIS certification within the first 30 days of employment

### Preferred Qualifications

- Knowledge of practices and principles of network design and implementation of networking protocols
- Experience in provisioning layer 2 and layer 3 switches
- Knowledge to configure and support VPN and WI-FI solutions
- Knowledge to configure and support Juniper switches
- Experience supporting VOIP systems and remote meeting technologies
- Experience supporting Firewalls and other security technologies
- Strong experience in Microsoft server technologies
- Experience with administering email systems, such as Microsoft Exchange
- Ability to participate on a team, establish and maintain effective working relationships, make presentations and develop reports that may include technical information

## RESPONSIBILITIES

### Essential functions of the job:

- Assist with the analysis and design of network and communication systems
- Develop work plans, timelines, and resource allocation for assigned projects
- Install and test various systems and application software packages
- Model and coach employees on excellence in internal and external customer service
- Evaluate performance and program effectiveness and take appropriate action for improvement as necessary
- Assist in the preparation and monitoring of the section budget
- Provide employees with basic job training and safety instruction
- Support and respect diversity in the workplace
- Other duties as assigned

Apply at [BeavertonOregon.gov/jobs](http://BeavertonOregon.gov/jobs) or at

City of Beaverton Human Resources Department

12725 SW Millikan Way

Beaverton, OR 97005

COMPENSATION

**Salary Range:** \$29.20 - \$39.13 per hour

Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage.

ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon. It's a place that's growing and thriving but it still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and is home to approximately 94,000 people. It is a diverse community where one-in-three people are a person of color and more than 100 languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. Our police and library services receive satisfaction ratings of over 90 percent with public works and community involvement ratings coming in at the upper eighties.

The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.



*Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.*

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