



EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON
INFORMATION TECHNOLOGY ANALYST – TEMPORARY
PART-TIME ASSIGNMENT (Approximately 2-6 months)

CURRENT HOURLY RANGE: \$42.98 – \$52.24

*Approved 3% Cost of Living Adjustment Effective 7-2-2023

*HOURLY RANGE 7-2-2023: \$44.27 - \$53.81

FINAL FILING DEADLINE

SUNDAY, JUNE 4, 2023, 11:59 P.M. OR WHEN WE RECEIVE THE FIRST 50
QUALIFIED APPLICATIONS, WHICHEVER OCCURS FIRST

THIS RECRUITMENT IS TO FILL ONE TEMPORARY VACANCY IN THE INFORMATION TECHNOLOGY DIVISION. THIS ASSIGNMENT WILL NOT LEAD TO A PERMANENT PLACEMENT AND IS FOR A LIMITED TERM ONLY, NOT TO EXCEED 20-29 HOURS PER WEEK, SIX MONTHS IN DURATION OR 1,000 HOURS TO PROVIDE TEMPORARY INFORMATION TECHNOLOGY SUPPORT.

SUMMARY: Under basic supervision, provides full technical support functions for City Information Technology (IT) network and communications systems; identifies and resolves problems; and maintains computer hardware and software systems, technology infrastructure, communications equipment, and peripherals.

ESSENTIAL FUNCTIONS: As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The temporary assignment announcement does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Maintains the network infrastructure, resources, access, and security for the IT Department; analyzes and resolves problems, and verifies the integrity, security, and effective performance of the network systems; performs work within scope of authority and training, and according to IT policies and procedures.
- Administers, updates, and maintains network servers; identifies and defines network problems, isolates errors, and implements technical solutions; works independently, and makes appropriate decisions based on experience and training.
- Monitors status, functionality, and utilization of network environment; resolves configuration, connectivity, and traffic issues; monitors system firewalls, and identifies and resolves security and access issues.
- Documents all changes to network environment; assures optimum network performance, system integrity, and maximum uptime; performs backup and restore functions.
- Maintains work log of service requests, equipment malfunctions, software errors, failures, and technical configurations; identifies and reports trends and technical problems which need to be addressed by improved methodologies, procedures, and policies.
- Analyzes and resolves technical problems; notifies manager and other IT technicians of unusual problems and problem trends in order to provide improved IT services. Responds to help desk inquiries and requests for Information Technology (IT) services.
- Provides second-level technical support, training, and assistance to employees; explains IT issues, and implements solutions according to IT Department standards, guidelines, and procedures; follows up with users to verify the functionality of the users' systems.
- Installs, moves, updates, and integrates computers, workstations, system components, communications equipment, and peripherals; installs and configures software upgrades, enhancements, and revised functions; verifies performance of user's systems.

MINIMUM QUALIFICATIONS: EDUCATION, TRAINING AND EXPERIENCE GUIDELINES: Bachelor's Degree in Computer Science, or related field; AND three years of network systems administration experience.

Knowledge of:

- Principles and practices of network administration, system access, and security procedures.
- Troubleshooting techniques for network operating domains, relational databases, and web- and windows-based software applications. Hardware, technologies, topologies, and administration protocols.
- Networked computer system environments and device capabilities.
- Maintenance standards for network operating systems and servers.
- IT access policies, and data security protocols. Telecommunications hardware and software systems.

Skill in:

- Analyzing network problems, evaluating alternatives, and developing solutions based on findings.
- Maintaining network hardware, hubs, switches, routers, communications systems, and enterprise servers.
- Analyzing equipment and system malfunctions, troubleshooting computers and software applications, and solving technical problems involving multiple operating systems, applications, and platforms.
- Assessing customer support needs, and implementing effective solutions.
- Using basic tools and procedures for repairing computers, equipment, and peripheral devices.

LICENSE AND CERTIFICATION REQUIREMENTS: A valid California State Driver's License is required.

SELECTION PROCESS FOR TEMPORARY LIMITED TERM ASSIGNMENT: Completed application packets will be reviewed and only the first 50 qualified applicants whose qualifications best meet or exceed the requirements of the position and needs of the City, will be invited to participate further in the selection process, which may include a written exam and a panel interview. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information or include required attachments may lead to elimination from consideration. Applications must be [submitted online](#). If you submit multiple applications, only the most recent application will be considered. Stating "see resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at www.cityofvernon.org. It is the applicant's responsibility to notify the Human Resources Department of any changes to their contact information. *"The City of Vernon is an Equal Opportunity Employer"*

CITY OF VERNON - HUMAN RESOURCES DEPARTMENT

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