



Notice of employment opportunity

IT DEPARTMENT

Senior Network Administrator

Monthly Pay: \$5,438 or DOQ

Job Summary:

Responsible for the design, planning, operation, security, and day to day management of the City's network, servers, switches, network connected devices, and all data communications with entities outside the City. This is a senior level position, and involves substantial responsibility for the overall health, operations, and security of all computer networks and servers on City systems. This position is expected to plan for and solve the most complex network and server issues that may become present.

Minimum Qualifications:

Bachelor's Degree in Computer Science, or related field and at least seven (7) years' experience in network support services – including experience with the most complex and difficult network issues – with a demonstrated ability to solve networking system issues; or any combination of education, training and experience providing the knowledge, skills and abilities necessary to perform essential job functions. CCNA (Cisco Certified Network Associate) is required at time of hiring.

To apply: visit <http://www.hvilletn.org/seniornetworkadministrator> or come by the Personnel Department at Hendersonville City Hall located at 101 Maple Drive North in Hendersonville, TN.

Closing date for receipt of applications and materials is Monday, October 2, 2017 at 4:00 p.m.

EOE

INFORMATION LETTER

Information Letter to Senior Network Administrator candidates:

We appreciate your interest in the position of Senior Network Administrator for the City of Hendersonville IT Department. Please refer to the Job Description which is included. The monthly salary for this position is \$5,438 or depending on qualifications and certifications. This is an Exempt position and is eligible for possible Merit and COL increases as well as Longevity and other excellent benefits.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Computer Science, or related field and at least seven (7) years' experience in network support services – including experience with the most complex and difficult network issues – with a demonstrated ability to solve networking system issues; or any combination of education, training and experience providing the knowledge, skills and abilities necessary to perform essential job functions. CCNA (Cisco Certified Network Associate) is required at time of hiring.

STEPS IN THE PROCESS:

Complete the City of Hendersonville Job Application. Alongside your application, you **MUST** submit a Resume and a Cover Letter. You can find the applications at the following link: <http://www.hvilletn.org/seniornetworkadministrator> or come by Hendersonville City Hall and pick one up. ***Please include a copy of your diploma or transcripts and any relevant certifications with your application materials.*** Submit your completed job application and other materials electronically by emailing everything to personnel@hvilletn.org or you may return all materials to the Personnel Department at:

101 Maple Drive North
Hendersonville, TN 37075

If the IT Directors feels that you would not be the best fit for this position based on your application and other materials provided, you will be notified by the Personnel Department.

To summarize, you must complete and submit the following documents to be considered:

- Job Application (provided by City of Hendersonville)
- Resume
- Cover Letter highlighting experience relevant to this position
- Copy of your diploma(s) and/or transcript(s) and any relevant and valid certification

DEADLINE:

Closing date for receipt of applications, resumes, and transcripts: **Monday, October 2, 2017 at 4:00 p.m.**

Thank you for your interest in employment with the City of Hendersonville and best of luck.

Sincerely,
Personnel Department