

**The City of Wooster**  
**Systems Integrator Full-time Classified Position**

The Systems Integrator is an advanced-level position responsible for citywide information technology working with networks, servers, databases, workstations, and applications. The Systems Integrator designs, secures, plans, implements, and updates the systems and servers while providing excellent customer service to the City of Wooster's users. This position must have an understanding of advanced protocols and standards as well as skill and expertise in a variety of IT technologies.

**Applicants must meet the following:**

**MINIMUM QUALIFICATIONS:** Qualified candidates must have a Bachelor's degree from an accredited college/university in Information Technology, Computer Science or Engineering or related field and a valid motor vehicle license issued by the State of Ohio. Candidates must meet insurability guidelines and have an acceptable driving record. Five (5) years of direct experience implementing or administering IT systems and/or networking technologies is required. Knowledge of the following network services is preferred: NTP, DNS, TFTP, FTP, DHCP, and a variety of network protocols especially TCP/IP. Candidates must be skilled in time management, able to prioritize, and multi-task. Ability to plan, organize, work independently, and meet important deadlines. Must be able to work and participate in a team environment that motivates and educates others. Must be able to manage a flexible work schedule and be available to work on-call when operational needs require.

**EXAMINATION PROCESS:** An unassembled Civil Service Examination will be administered for this position and based upon civil service rules candidates will be placed on an eligible list. Applicants will be processed for further evaluation and/or testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications. Such examinations may include, but not be limited to CVSA examination, background investigation, personality assessment, and personal interview. The duration of the list will be one year or until exhausted.

**APPLICATION PROCESS:** A detailed job description and application can be found at [www.woosteroh.com](http://www.woosteroh.com). **A completed application and resume must be received by Monday, February 25, 2019 for consideration.** You may email to [applicant@woosteroh.com](mailto:applicant@woosteroh.com); send via fax to 330-263-5213; or mail to City of Wooster, Human Resources Division, 538 N. Market St., Wooster, OH 44691.

EQUAL OPPORTUNITY EMPLOYER  
F/M/H  
WOMEN AND MINORITIES ENCOURAGED

# The City of Wooster

## Job Description

An Equal Opportunity Employer

<b>JOB TITLE:</b>	Systems Integrator	<b>CLASSIFICATION:</b>	Classified
<b>DIVISION:</b>	Information Technology	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Information Technology	<b>PAY SCHEDULE:</b>	WEA
<b>POSITION CONTROL:</b>	82SYSINT	<b>PAY GRADE:</b>	16
<b>REPORTS TO:</b>	IT Manager	<b>MINIMUM:</b>	\$25.87 / hour
<b>SUPERVISES:</b>	n/a	<b>MAXIMUM:</b>	\$40.06 / hour

### Job Summary

The Systems Integrator is an advanced-level position responsible for citywide information technology working with networks, servers, databases, workstations, and applications. The Systems Integrator designs, secures, plans, implements, and updates the systems and servers while providing excellent customer service to the City of Wooster's users. This position must have an understanding of advanced protocols and standards as well as skill and expertise in a variety of IT technologies.

### Essential Job Functions and their Measure

1. Responsible for providing advanced-level support working the systems and users of the City of Wooster
  - a. Develops, recommends and implements quality solutions to complex issues and other IT-related problems
  - b. Researches and evaluates technology solutions for use by the City
  - c. Works with firewalls, routers, switches, network services NTP, DNS, TFTP, FTP, DHCP, using a variety of network protocols especially TCP/IP
  - d. Diagnoses, troubleshoots, and maintains system hardware and software
  - e. Participates in team environment in a variety of IT functions
  - f. Engages with City employees in other departments to aid in the collective support of community services/needs
  - g. Manages workload in accordance with IT procedures and City priorities
  - h. Manages a flexible schedule and available on-call when operational needs require assistance
2. Responsible for providing excellent customer service to all customers of the IT Department
  - a. Responds to customer inquiries within a reasonable timeframe
  - b. Responds to internal and external customers in a professional and courteous manner
  - c. Research and answer questions and problems in a timely manner
  - d. Maintains a high level of confidentiality within the organization
3. Responsible for effective verbal, written and electronic communication
  - a. Communicates status of projects/assignments to IT Systems Manager
  - b. Writes legibly, maintains accurate information, and uses proper spelling, grammar
  - c. Communicates information effectively, accurately and timely
  - d. Responsible for completing all records and reports accurately and as required
  - e. Communicate in a professional manner to all levels of the organization and external resource personnel

### Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

#### Education and Formal Training

- Bachelor's degree from an accredited college/university in Information Technology, Computer Science or Engineering or related field required
- Valid driver's license issued by the State of Ohio required. Must meet insurability guidelines and have an acceptable driving record as deemed by the City of Wooster

#### Work Experience

- A minimum of five years of direct experience implementing or administering IT systems and/or networking technologies

**Knowledge, Skills & Abilities Required**

- Technical understanding of complex network designs, network protocols, and network security controls
- Knowledge of computer network access technologies
- Knowledge of data processing methods and procedures, and computer software systems
- Knowledge of systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation and evaluation
- Knowledge and proficiency in server and workstation operating systems and computer operations
- Knowledge of various office productivity programs, and communications software
- Skill in time management and ability to prioritize and multi-task
- Ability to plan and organize in an effective manner
- Ability to work independently with minimal supervision (i.e. self-motivated and willing to stretch to meet important deadlines)
- Ability to work in a team environment that motivates and educates other team members
- Ability to set and manage changing priorities

**Physical Requirements**

- Ability to sit for long periods of time and use phone and keyboard of personal computer
- Ability to regularly talk or hear, see, stand, use fingers/hands/arms to feel objects, tools or controls
- Must occasionally lift and/or move up to 50 pounds
- Ability to bend, climb, balance, stoop, kneel, crouch and crawl
- Ability to occasionally work near moving mechanical parts; is exposed to risk of electrical shock; odorous vapors

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

**I have received, read and understand the Position Description above.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_