



## Systems Analyst Information Technology Department

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**MAJOR FUNCTIONS:** This is a highly technical position responsible for the City's server and network infrastructure and assists with securing the City's network. This position serves as a team leader and will provide mentorship and guidance to Network Technicians and also work independently under the direction of the IT Director.

**ESSENTIAL DUTIES:** Designs, implements, and maintains secure and reliable network and server infrastructure solutions. Assists in the development and enforcement of cybersecurity practices, system hardening standards, access controls, and incident response procedures. Documents work progress and completion. Gathers information as requested for budget analysis, scheduling, specification writing, contract negotiation, report preparation and presentations. Manages ticketing system and assists Network Technicians with end-user support. Performs other non-essential duties as required.

**KNOWLEDGE, EDUCATION, AND EXPERIENCE:** Thorough knowledge of Microsoft Windows Server administration and Active Directory Domain Services. Thorough knowledge of cybersecurity principles including system hardening, endpoint protection, access management, vulnerability mitigation, and incident response. Skill in testing with various network diagnostic devices and interpretation of test results. Ability to prepare technical reports. Ability to demonstrate good interpersonal skills. Ability to communicate effectively with supervisor, other City employees, and the general public both verbally and in writing.

Bachelor's degree in Computer Science, Information Technology or similar field preferred. Two years of experience as a systems administrator or network administrator function preferred. A comparable combination of education and training may be substituted for the preferred experience qualifications. Must have a valid Florida Driver's License.

**JOB LOCATION:** 215 Main St., Auburndale, FL 33823

**WORK SCHEDULE:** Monday – Friday, 8:00a.m. - 5:00p.m. Must be able to work nights and weekends, as needed.

**HIRING RATE:** \$61,209 Annually

**CLOSING DATE:** Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Information Technology Director at 215 Main Street, Auburndale, FL 33823. Applications can also be downloaded online at [www.auburndalefl.com](http://www.auburndalefl.com). The successful applicant will be required to pass a pre-employment physical and drug screening.

*The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.*