



**City of Newport
Job Information
Junior Systems Administrator**

**PART TIME/REGULAR POSITION
SALARY RANGE 13 \$21.12-27.80/hour EOE**

Requirements: Working knowledge of the following: Basic network administration, Microsoft Active Directory, Exchange Server, and SQL Server, desktop administration and support. Cisco Certified Network Associate and/or Microsoft Certified Systems Engineer certifications highly desirable. Bachelor's degree or equivalent in computer science AND three years related experience. Valid driver license. Pass intensive background check and DMV records check.

Duties: Provide technical software, hardware, and network problem resolution to computer users. Clearly communicate technical solutions in a user friendly, professional manner. Provide individual end-user training as needed. Perform basic administration of the telephone and voice mail systems, and general phone configuration. Troubleshoot all aspects of PC, printer, server and network related problems. Pass more complex problems on to IT Manager. Support audio-visual equipment in the Council Chambers and elsewhere. Work with vendors to resolve problems and implement solutions.

Days and Hours: Part Time/Regular 24 hours per week- Exact schedule to be arranged.

Application Deadline: Applications and Waiver must be received by July 30th 2010 at 5:00 p.m. at City Hall at 169 SW Coast Highway, Newport, OR 97365

Available from:

169 SW Coast Highway, Newport, OR 97365

Applications can be downloaded from our website at:

www.NewportOregon.gov or from the Oregon Employment Department office or website.