



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: Director of Information Technology **DATE POSTED:** January 14, 2013
DEPARTMENT: Information Technology **DATE CLOSED:** January 18, 2013
SALARY: \$58,620.00 annually
HOURS: Full-time position

DEFINITION: Coordinate and supervise all computer activities for all City and Mishawaka Utilities departments. Work is performed under the general supervision of the Mayor.

ESSENTIAL FUNCTIONS:

1. Manage, coordinate and troubleshoot the City computer system
2. Responsible for staff training, installation of computer equipment, maintenance, specifications of computer equipment, maintenance of City hardware and software standards, and computer inventory
3. Manage policies for security, access, and usage

QUALIFICATIONS:

1. Microsoft Certified Solutions Expert (MCSE) or equivalent certification
2. Experience in all areas of network administration required including planning, installation, access, setup, management, backup and restore, creation of users, file systems, security systems, network printing, and server backup operations
3. Software proficiencies in Microsoft Server 2008, VMWare, ESRI, Disaster Recovery, MS Exchange, and Desktop Management preferred
4. Able to communicate concepts of networking and changes in information systems
5. Coordinate other departmental information specialists
6. Valid driver's license

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: bbonham@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.