

**JOB OPPORTUNITY
CINCINNATI METROPOLITAN HOUSING AUTHORITY**

JOB TITLE: NETWORK ENGINEER	
MINIMUM SALARY: \$ Negotiable	
DEPARTMENT: Information Technology	SECTION: Network Administration
HOURS OF WORK: Monday - Friday	EMPLOYEE UNIT: Exempt
POSTING DATE: October 20, 2009	APPLICATION DEADLINE: Until Position is filled.

SUBMIT APPLICATION TO: **Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202**

SCOPE: The Engineer of the LAN and WAN; manages hardware and software maintenance and licensing; installs software; documents the network; and performs related tasks. The incumbent reports to the Network Manager of Information Systems, and serves at the pleasure of the Executive Director.

ESSENTIAL FUNCTIONS: include, but are not necessarily limited to:

- Network Engineer (including backup, security management, user account management, e-mail systems, communications, internet access, office system and applications support).
- Managing and maintaining the company's wide area networks and local area networks.
- Managing and maintaining system backup data of all mission critical software and developing and maintaining disaster recovery plans for mission critical systems.
- Identifying, researching, and resolving technical server and computer problems.
- Setup, troubleshoots, and performs routine maintenance on all CMHA Servers and PC's .
- Perform network troubleshooting to isolate and diagnose common network problems.
- Recommend and implement hardware and software for the organization.
- Perform hardware and software installation, configuration and troubleshooting.
- Maintain a database of installed PC hardware and software, LAN and WAN network operating procedures, job log, trouble reports and files.
- Create scripts for administrative tasks and monitoring.
- Manage files and databases, including determining resource requirements for SQL 2000.
- Maintain warranty and software licenses for the companies Applications, Server and PC's.
- Maintain network documentation and configure personal computers for LAN and WAN connectivity infrastructure.
- Assist in developing and documenting network management policies and procedures.
- Design, maintain, and implement user training material to ensure quality service by following organizational standards.
- Analyze, recommend and implement infrastructure change.
- Manages small to medium sized projects according to agreed upon budgets and schedules.
- Evaluate existing IT Systems; Assist the Network Manager in determining appropriate technology for next-generation systems. Keep abreast of state-of-the-art technology.
- Foster and maintain client confidence by working with a variety of people at various skill and educational levels.
- Administrator voice and data communications, voice mail and telephones.
- Assist and Backup the network administrator job duties.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- Two-year degree in Computer Science, Information Systems or other related fields; or equivalent combination of education and experience.

- At least two years of PC and LAN hardware support experience.
- Installation and Administration MS Active Directory, 3Com, SQL, Windows XP, MS Office Suite, Citrix Metaframe, GroupWise and BES.
- Ability to work in a fast changing environment with excellent organizational skills.
- Good diplomatic skills and the ability to work with others in a patient manner.
- Ability to manage multiple priorities under time constraints.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- CNA or CNE required. Knowledge in UNIX and Unidata experience a plus.

OTHER: The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than four accumulated points in three consecutive years.

Note: As a condition of employment at CMHA, you must agree to and pass a drug screen test, criminal background check, and motor vehicle check.

Equal Opportunity Employer/Equal Housing Opportunities