



# Employment Opportunity

## WAN/WEB Administrator

CL08-08 Information Technology

Apply by: 4:00 p.m., Tuesday, May 20, 2008

**(Extended Deadline)**

### About the position

The currently advertised full-time assignment will perform duties for the Information Technology department at the Aptos campus. In addition, a WAN/WEB Administrator position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

### Examples of Duties

Under general supervision of the Manager of Technology Applications and in collaboration with the Associate Vice President of Information Technology:

- Acts as the Web coordinator for the college
- Designs, implements and maintains Internet and E-mail services
- Participates in college firewall design and implementation
- Gathers and analyzes information regarding the college local/wide area network (LAN/WAN) and requirements and develops or modifies the system to support college wide area network needs
- Installs, configures, tests, implements, upgrades, repairs, troubleshoots and maintains networking equipment including servers, routers, bridges, MAUs, repeaters, hubs, switches, cabling, workstations and other associated equipment necessary for network operation
- Conducts feasibility studies
- Works closely with vendors to maintain currency of software and install necessary new versions or patches
- Works closely with Network Administrator, Network Operations and the UNIX system administrator
- Works closely with Teaching and Learning Center personnel in the development and support of Web Based instructional programs
- Develops system, hardware and cost requirements and proposed time frames
- Simulates hardware and software problems, tests and evaluates alternative solutions, and recommends and implements appropriate operating systems, software applications and hardware
- Modifies commercial software to meet designated needs
- Designs network client interfaces
- Documents systems and performs regular backups
- Troubleshoots hardware and software problems as needed
- Writes user procedures and instructions and assists departments and staff in implementing new or modified programs and applications
- Conducts software training in an individual or organized classroom setting for College staff computer users to ensure effective use of hardware and software
- Tracks and evaluates adopted systems and programs

- Monitors network performance and recommends changes, confers with staff regarding department needs
- May direct the work of others on a project basis
- Maintains records
- Prepares and documents system configuration
- Maintains current knowledge of new technologies and new computer applications
- Maintains virus protections on a continuing basis, designs and implements network user accounts structure for staff
- Recommends hardware and software applications for assigned area of expertise
- Performs related duties as required or assigned

**Qualifications** Equivalent to two years of college level course work with major course work in computer science, business procedures and accounting, mathematics, or a closely related field AND three years of increasingly responsible experience in local/wide area network administration, design, implementation, configuration, monitoring, installation, troubleshooting and Web site design and management. Experience may be substituted for education on a year-for-year basis.

**Knowledge of:**

- Computer programming principles, techniques and procedures for both administrative, business and academic applications
- Internet/Web programming languages which may include HTML, CGI, PERL, ActiveX
- DNS Server implementation and maintenance, in both the UNIX and Windows NT environments
- DHCP implementation and maintenance
- Internet/E-mail implementation and maintenance
- Netscape Suite Spot servers and their implementation and maintenance
- A wide variety of Web tools including their strengths and weaknesses
- Operating principles and characteristics of local/wide area networks, client server environments and personal computer hardware utilized by the College
- Network operating systems, protocols, microcomputer operating systems and related applications and utilities
- Systems analysis and design procedures
- Techniques for instructing others in hardware and software usage
- Job planning, prioritizing and scheduling techniques
- Software applications in common use at the college
- Network monitoring software and procedures
- Network hardware and related equipment

**Skill in and ability to:**

- Analyze local/wide area networking systems and problems and develop new or modified solutions to meet changing conditions
- Analyze local/wide area network system requirements and select appropriate hardware and software solutions
- Develop and document logical procedures and develop tests to validate local/wide area network configuration and efficiency

- Troubleshoot hardware and software problems and debug network systems as required
- Prepare clear and concise documentation, user procedures, reports of work performed, and other written materials
- Translate college and department needs into operational solutions
- Instruct staff in the operation of new or revised local/wide area network configurations, including explaining complex concepts to non-technical users
- Exercise sound judgment and establish appropriate priorities within established guidelines
- Read, analyze and interpret technical manuals, procedures and instructions
- Define problem areas, collect and evaluate data, and make appropriate recommendations
- Make mathematical calculations accurately and rapidly
- Communicate effectively, both orally and in writing
- Attend to and analyze detailed information
- Exercise discretion and safeguard the confidentiality of information
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of work
- Trace, identify, and resolve hardware and software malfunctions
- Perform complex analyses for local/wide area networking systems
- Analyze system generated statistics and make recommendations for configuration and resource allocation
- Safely lift items weighing up to forty (40) pounds, such as computer and networking equipment
- Operate an automobile or comparable vehicle for transportation to work sites

**Other requirements:**

- Must possess a valid California driver's license and a safe driving record in order to drive a vehicle, including college carts
- Must be willing to work days, evenings, and weekends at various campus locations

**Salary** \*\$4496.92 to \$4957.83 per month to start, plus fringe benefits; seven step schedule to \$6026.25 per month plus employer-paid retirement contribution (PERS). Full time assignment, 12 months per year. Monday through Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

\*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual's previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College provides a benefit stipend up to \$6,754.80 per year for employee only and up to \$12,849.36 per year for employee plus one dependent, and \$17,680.20 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

**How to Apply** Application forms may be obtained through the Human Resources web site: <http://www.cabrillo.edu/services/hr/apps/index.html> **OR** at the office location noted below:

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831) 479-6217  
Fax: (831) 477-3545

**Postmarks or E-mail transmittals are not accepted**

EACH APPLICANT MUST SUBMIT:

- a) Completed and signed Cabrillo College application
- b) Resume – job related
- c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
- d) Criminal History Inquiry Supplemental to Application
- e) Copy of current California driver’s license
- f) Current DMV printout
- g) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.*)
  - Transcripts from all colleges attended (copies are acceptable) **OR** official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

**Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.**

**Selection Procedure** Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) (may or will) be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline** All application materials MUST be received in the Human Resources Department by: **4:00 p.m., Tuesday, May 20, 2008. (Postmarks or e-mail transmittals are not accepted.)**

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.