



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: July 28, 2021

JOB VACANCY MEMORANDUM NO. 21-30 EXTENDED

TITLE: Network Administrator I, Server & Storage

ELEMENT OF ASSIGNMENT: Network Infrastructure Services Section/ Information Technology

PAY RANGE: 19

STARTING MONTHLY SALARY: \$3,996

VACANCY STATUS: Vacant

EXPIRATION DATE: August 6, 2021

REQUIREMENTS:

Responsible for working independently and collaboratively on the day-to-day operation of all servers and storage environment. Deliver exceptional service and develop new skills.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Ensure server and storage performance and maintain server hardware and operating systems.
2. Ensure compliance to security standards, policies and guidelines. Perform monthly Microsoft updates on all servers as per rotation schedule unless the task has been assigned to the application administrator.
3. Install, build, maintain and perform adds, moves, and changes for all servers and storage devices. Plan, deploy and document new servers and storage devices.
4. Manage access to network resources including network accounts, mailboxes, Exchange, etc. Create accounts, updates and maintain Active Directory computers and users accounts. Set permission, group policies and perform software deployments through Active Directory.
5. Help, implement, and maintain consistent backups. Perform data file recovery as needed. Ensure business continuity is maintained through backups.
6. Help, design, implement, and maintain storage and virtual environments.

7. Provide input on network topologies, server configurations, hardware/software deployments, firewall configurations and other administrative tasks related to the staging and maintenance of KCPD's development, testing and production servers.
8. Ensure timely and effective delivery of hardware upgrades, network upgrades and new configurations.
9. Test and deploy Microsoft Security every month when critical updates are released.
10. Interact with customers at the technical level. Act as a liaison for internal and external communications directly with customers as required. Provide Tier 3 support to desktop support technicians and Help Desk personnel.
11. Build and maintain documentation on all processes and procedures. Provide regular status reports, gather requirements, and provide input on systems and infrastructure products that are bought or built.
12. Document technical requirements, develop and oversee project plans and implement change control procedures. Participate in technical advisory roles as required. Mentor associates and foster a learning and growth environment.
13. Ensure compliance to security standards, policies and guidelines. Perform monthly Microsoft security updates on all servers as per rotation schedule unless the task has been designed to the application administrator.
14. Conduct problem solving, research and documentation of current and new servers in both physical and virtual environments and of storage units.
15. Increase reliability and enhance efficiencies by implementing third-party tools and scripts.
16. Assist in the operation and maintenance of the network and advance skill sets through all platforms of learning and training.
17. Coordinate and work with outside vendors to resolve problems and issues with network hardware and software.
18. Assist in planning and deployment of disaster recovery procedures.
19. Ensure that external and internal regulations and policies are met, including CJIS, security, audit and privacy.
20. Collaborate with Data Base Administrators (DBAs) and others to assure apt storage usage.
21. Maintain information acquired at work in strictest confidence at all times.
22. Accomplish strategic objectives by accepting ownership for accomplishing new and different requests; explore opportunities to add value to job accomplishment.
22. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, on-call, weekends and/or holidays.
23. Perform other duties as assigned.
24. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act

(ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent is required to have a technical base knowledge and experience with LAN/WAN, servers, network infrastructure, storage, and related devices, network troubleshooting, and a good understanding of TCP/IP protocols, IP sub-netting, OSI model, DNS, DHCP, Email, HTTP/S and SSL. Incumbent must have the ability to troubleshoot and bring about recovery from hardware or software failures.

The incumbent must have the ability to establish and maintain effective working relationships with department members, vendors, and the public.

Physical Requirements: Sitting and/or standing for prolonged periods of time, lifting up to 50 pounds periodically, bending, kneeling, pulling or pushing depending on project assignment

Incumbent is required to maintain a current driver's license.

Job Location: (Place where work is performed.)

Incumbent operates in a standard office environment 50% of the time with some local travel required.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Server and storage equipment
- Personal computer
- Telephone/Cell Phone
- Department vehicle
- Copier/Scanner/Fax

All members interested in being interviewed for the above position must submit a Request for Transfer, Form 4 P.D., through their chain of command to be forwarded to the Human Resources Division (HRD). In addition, a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Supervisor Jackie Chapman-Fagan, Network Infrastructure Services** by **AUGUST 6, 2021**.

Outside applicants interested in being considered for the position must submit a cover letter outlining how they are qualified for this position and a resume to Mindy.Davis@kcpd.org, to be received no later than **AUGUST 6, 2021**.

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, post-offer physical examination and drug screen.

Captain Marisa Barnes

Captain Marisa Barnes
Commander
Employment Unit