



# City of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

## Employment Opportunity

### INFORMATION SYSTEMS ADMINISTRATOR

**SALARY: \$37.84 – \$51.05/hr**

**DEFINITION:** Administers assigned information systems; provides day-to-day operational support for the City's computer systems including the City's network, hardware and software, and related equipment. Installs, configures, upgrades, troubleshoots, and repairs personal computers, computer components, software, and peripheral devices; maintains, installs, and upgrades file servers and other network hardware. Performs network administration functions including maintaining user accounts and passwords, installing, upgrading, and maintaining software on servers, upgrading server hardware, and troubleshooting and resolving network connectivity issues. Plans and implements system security; builds, administers, and maintains firewall applications; manages host security and file permissions; designs, employs, and maintains backup and data recovery plans.

This employment opportunity requires specific knowledge of virtualized network environments, Microsoft Exchange, Microsoft Office Suite and Office 365, Windows Server, Windows Active Directory, network security, and help desk support.

**EDUCATION/QUALIFICATIONS:** Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in computer science, information systems, network administration, or a related field. Four years of increasingly responsible experience maintaining computer equipment in a networked environment including two years of experience directly related to area of assignment.

**KNOWLEDGE/SKILLS:** A qualified applicant must have working knowledge of operational characteristics of information services systems, hardware, and software. Principles and practices of computer science and information systems. Computer operating systems. Local and wide area network applications. The ability to analyze, design, program, and maintain information systems and peripherals. Install computer equipment, related peripherals, and software. Troubleshoot hardware and software problems. Analyze data and develop logical solutions to complex computer application problems. Make recommendations in information system selection and software application packages. Plan system upgrades and communicate schedules.

**RECRUITMENT SCHEDULE:** City application and supplemental questionnaire must be received by:

**5:00 P.M. FRIDAY, MARCH 30, 2018**

**APPLICATION PROCEDURE:** To be considered for this position, please submit City application and supplemental questionnaire to: Human Resources, City of Camarillo, 601 Carmen Drive, Camarillo, CA 93010 or send via email to [employment@cityofcamarillo.org](mailto:employment@cityofcamarillo.org)

Please visit [www.cityofcamarillo.org](http://www.cityofcamarillo.org) for recruitment material. To have an application mailed, please call (805) 383-5633 (leave message). We do not accept faxes or postmarks after the recruitment has closed.

**SCREENING PROCESS:** Applications and supplements will be screened and only those candidates best suited to the needs of the City will be invited to continue in the recruitment process. Post offer physical including drug testing, fingerprinting and credit check for some positions required. All applicants meeting the minimum qualifications are not guaranteed advancement through subsequent phases of the recruitment process. A full job description is available on City of Camarillo website.

## **City of Camarillo**

The City of Camarillo, a community of 69,924 situated in a fertile agricultural plain near the coast of Southern California, blends rural and urban features into one unique and appealing lifestyle.

Incorporated in 1964, Camarillo has evolved into a thriving city that today is very much like its founders envisioned, dedicated to preserving its Spanish land grant heritage without sacrificing the economic growth that is vital to the city's continued existence.

The balanced approach to development and preservation is carefully maintained by the City's officials, who work closely with local businesses, residents and community leaders to ensure that the qualities which make Camarillo so attractive today are not overlooked in the competition for new development tomorrow.

We invite you to "Discover Camarillo" by exploring the pages of our web site and to see for yourself why we think Camarillo is a great place to live, work and play!

## **Employee Benefits**

- **Retirement** – All regular employees are enrolled in CalPERS. "Classic" members: 2% @ 55; City pays the employee contribution. "PEPRA" members: 2% @ 62; employee contributes 6.75% of salary.
- **Social Security** – The City does not participate in Social Security. Receiving a CalPERS benefit may affect your Social Security upon retirement. For further information contact a Social Security office or [www.socialsecurity.gov/form1945](http://www.socialsecurity.gov/form1945).
- **Medicare** – Employees hired after April 1, 1986 are required to contribute 1.45% of earnings, with an equal amount paid by the City.
- **Defined Contribution** – The City contributes 7% of employee's gross salary to a 401a Plan.
- **Deferred Compensation** – Employees have the option to contribute to a 457 Plan up to the maximum allowed by law.
- **Health Insurance** – The City contributes \$133 per month towards a selection of plans. Health insurance is effective the first of the month after date of hire.
- **Flex Benefit/Cafeteria Plan** – \$1,319 monthly, which may be applied toward health insurance premiums. Unused money may be taken as cash, payable twice a month.
- **Dental/Vision Insurance** – City pays premium for employees and dependents. Dental/Vision insurance is effective the first of the month after date of hire.
- **Life Insurance** – City-paid term life insurance equal to the employee's annual salary, plus \$5,000, rounded up to next \$5,000 and dependent life insurance of \$2,000 per dependent, is provided.
- **Short/Long Term Disability** – City pays premium for employees. Eligibility period: 0 days for injury/hospitalization or 7 days for an illness.
- **Retirement Health Savings (RHS) Plan** – Specified employee groups are mandated to participate in the RHS Plan.
- **Holidays** – 11 days (88 hours) plus 3 floating holidays (24 hours) per year.
- **Management Leave** – Executive and mid-management exempt employees receive 32-80 hours per year.
- **Vacation** – Vacation is determined by number of years of service. (0-4 years = 80 hrs; 5-9 years = 120 hrs; 10-14 years = 160 hrs; 15+ years = 168-200 hrs). Employees are eligible to use vacation after 6 months of employment.
- **Sick Leave** – 96 hours per year.
- **Comprehensive Annual Leave (CAL)** – Sanitary District Only. Combined vacation, sick and floating holiday leaves. (0-4 yrs = 160 hrs; 5-9 yrs = 200 hrs; 10-14 yrs = 240 hrs; 15+ yrs = 248-288 hrs)

*Benefits listed may not reflect all benefits offered. Not all benefits apply to all positions. Regular, part-time employees receive pro-rated benefits. Additional information is available by contacting Human Resources.*

## **Equal Opportunity Employer**

The City of Camarillo is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition or disability.

Individuals with disabilities requiring reasonable accommodation in the recruitment process must inform the Human Resources Department in writing no later than the closing date.

The provisions of this flier do not constitute a contract, expressed or implied, and any provisions contained in this flier may be modified or revoked without notice.