



THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

## NETWORK SERVICES ADMINISTRATOR

\$85,788 - \$118,258 per year

[APPLY HERE](#)

*The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.*



**Application Deadline:  
Open until filled**

### CAREER OPPORTUNITY

The City of Rocklin is looking for a Network Services Administrator for the Information Technology Division of the Administrative Services Department to perform a wide variety of professional and technical duties related to the implementation, configuration, administration, monitoring and support of the information technology infrastructure including physical and virtual server systems, the virtual desktop infrastructure, Windows server infrastructure services, data and storage area networks, disk storage systems, backup and disaster recovery systems, security systems, and infrastructure management solutions. Additionally, this position provides technical support, training, and documentation to City users and IT staff as needed; serves as primary interface between users and vendors regarding technical issues; plans, schedules, assigns, and reviews the work of assigned technical support staff; supports the technical infrastructure procurement process; and performs related work as required.

This is the full supervisory-level class with responsibility for administering the technology infrastructure and providing tier II/III technical support to IT Division staff and users, supervising technical support staff within the Information Technology Division, and supporting the technical infrastructure procurement process. This class is distinguished from the Sr. Network Services Administrator in that the latter acts as IT Manager when the IT Manager is absent, assists with the development and management of the budget, qualifies all major technology infrastructure design changes, and provides the highest level of technical support to the City.



## COMMUNITY

Located in South Placer County at the intersection of Interstate 80 and State Highway 65, the City of Rocklin is a thriving community of 66,830 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living because of its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to 4-year universities and William Jessup University, a fast-growing private, 4-year university. In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

## TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work, and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.

## ORGANIZATION

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.

## SALARY AND BENEFITS

### ■ Salary Range

\$85,788 - \$118,258 per year

### ■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference. Employees who retire before City of Rocklin Resolution No. 2018-185 is repealed, are guaranteed the City's \$1,200 per month contribution for retiree health.

### ■ Dental and Vision

City-paid for employee and dependents

### ■ Leave Accruals

Management: Up to 40 hours per fiscal year

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service.

Holidays: 10 paid holidays per year.

### ■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @ 62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

### ■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

### ■ Insurance

Life Insurance and AD&D: City paid \$50,000

Long-Term Disability: Coverage is 60% of monthly salary up to \$6,000/month.

[Click here to view Benefits Summary](#)

## MINIMUM QUALIFICATIONS

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Bachelor's degree from an accredited college or university in computer science, information technology, management information services or a closely related field, and six (6) years of increasingly responsible network and server systems management experience in an IT environment consisting of multiple platforms, large-scale applications with multiple operating systems including at least one (1) year of experience supervising technical staff preferably in a public agency. Additional experience may substitute for the education on a year for year basis.

Microsoft Certified Systems Administrator (MCSA) or Systems Engineer (MCSE) and VMware Certified Professional (VCP) certifications are highly desirable.

## LICENSE REQUIREMENTS

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### PRE-QUALIFICATION QUESTIONNAIRE

1. Do you have at least six (6) years of increasingly responsible network and server systems management experience in an IT environment consisting of multiple platforms, large-scale applications with multiple operating systems, including at least one (1) year of experience supervising technical staff?

## SUPPLEMENTAL QUESTIONNAIRE

1. Describe your experience administering and supporting Microsoft Windows based networks. Please include any experience managing Windows Server operating systems, users and groups, security and permissions, Active Directory and Group Policies.
2. Describe your experience automating administrative tasks using logon\logoff and startup\shutdown scripts and include your experience using Microsoft PowerShell.
3. Describe your experience administering and supporting Microsoft Exchange server and Microsoft SQL Server.
4. Describe your experience administering layer 2 and layer 3 networks including experience working with managed switches, routers, firewalls, and VPNs.
5. Describe your experience administering and supporting VMware vSphere environments, including your experience managing and administering VDI environments. Include the VDI solutions administered and supported, your experience managing golden or base client operating system images, and any user environment or profile management solutions or application layering solutions used.

## APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting [a hard copy employment application](#) to the Human Resources Office at the address below. Incomplete applications will not be accepted. [Electronic submittals](#) are preferred.

### *City of Rocklin-Human Resources Office*

*City Hall, 2<sup>nd</sup> Floor*

*3970 Rocklin Road,*

*Rocklin, CA 95677*

*Telephone: (916) 625-5050 FAX: (916) 625-5099 Job Line (916) 625-5060*

## SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment physical examination, and fingerprint clearance. All applicants will be notified by e-mail following application review.



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**Open until filled**

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The City of Rocklin is an equal opportunity employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Office upon submittal of the application. Medical disability verification may be required prior to accommodation.