



DEPARTMENT OF HUMAN RESOURCES
CITY OF BOWLING GREEN

August 2, 2021

FOR IMMEDIATE RELEASE:
RE: Job Announcement

NETWORK ADMINISTRATOR

City of Bowling Green
(Pay Band 4: \$65,000- \$68,286)

Salaried, exempt full-time position responsible for management, support, and security of the City's servers, workstations, routers, switches, WiFi, firewalls, VoIP and door security system. Manages City's email server and SQL server; configures and troubleshoots network technologies such as firewalls, routers, switches, VPNs, and WiFi; configures and troubleshoots server and desktop operating systems and virtualization technologies; ability to use selected job-specific software (varied) and operating systems; maintains backups and disaster recovery environment; oversees and manages Helpdesk tickets including, but not limited to, assisting users with equipment repairs and issues, software issues/questions, helping facilitate or conducting user training on various software programs, and answering general computer related questions from users; monitors network usage; creates and implements computer and network security policies; patch systems; investigates new IT related technologies; makes recommendations for IT-related purchases; and performs other related duties as assigned. A copy of the job description will be provided. Interested persons must complete the application that is available online at <https://www.bgohio.org/Jobs.aspx>. It is also available in the Department of Human Resources. Résumés may be included, but will not substitute for a completed application. Applications must be completed and returned to the Department of Human Resources, City of Bowling Green, 304 N Church St, Bowling Green, Ohio 43402. Telephone: (419)354-6200; email: HumanResources@bgohio.org Office hours: M – F 8:00 a.m. – 4:30 p.m. **Deadline for making application is 4:30 p.m. August 16, 2021.**
AA/EEO