



**West Kern Community College District**  
 Human Resources  
 29 Cougar Court  
 Taft, CA 93268  
 661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Classified Employment Opportunity

Application Deadline: Thursday, August 9, 2018 @ 4:00 p.m.

### Network Administrator

Classified Salary Range 33 ~ \$4,676.00 – \$5,967.00 per month in six steps. The District provided health and welfare benefits, valued at \$19,530.96 for 2017-18 includes medical, dental and vision for the employee and dependents, and life insurance for the employee.

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California’s central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College’s Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

#### DEFINITION

Under the direction of the Executive Director of Information and Technology Services, provide support for WKCCD’s network infrastructure including network switches, wireless networks, Voice-over-IP (VoIP) telephone systems, site and building cable plants and related network elements. Provides support for systems infrastructure including servers, operating systems, virtualization, enterprise storage, Microsoft solutions such as Office 365, Active Directory and Exchange, backup and recovery systems and related applications. In addition, assist with and participate in the ongoing assessment, modification and standardization of WKCCD’s enterprise network infrastructure and associated configuration management practices.

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, on our website under Jobs and EdJoin.**

**Websites:**  
[www.taftcollege.edu](http://www.taftcollege.edu)  
[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department Hours:**  
 Monday - Friday  
 8:00 a.m. – 4:30 p.m.

## **REPRESENTATIVE DUTIES**

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Assess, prioritize, respond to, troubleshoot and resolve systems related support issues in a timely manner.

Work with ITS and facilities staff to provide input and carry out assigned projects related to district-wide construction planning and implementation of network infrastructure.

Ensure effective patching, anti-virus and other appropriate IT security measures to keep WKCCD's network infrastructure secure.

Implement and maintain backup and disaster recovery plans.

Research, implement and utilize appropriate network management tools for network monitoring, troubleshooting, traffic prioritization, usage reporting, capacity planning and performance tuning purposes.

Maintain vendor contacts, partnerships and relationships related to the implementation and support of WKCCD's network and system infrastructure.

Maintain accurate inventory and replacement planning information for areas/systems of responsibility.

Support key IT infrastructure associated with proper operation of data centers, MDFs and IDF's (i.e. monitoring, HVAC, physical security, UPSs/generators, fire suppression).

Develop and maintain documentation for WKCCD's network and systems infrastructure.

Develop, document and implement changes to support processes that need improvement.

Respond and resolve help desk service requests, particularly those related to LAN, WAN and systems issues.

Keep current with the latest developments in networking and systems technologies.

Document assignment status as required; apprise management of problems or unexpected resource requirements.

Implement provisioning standards and methods for agile server deployment and decommissioning.

Utilizing industry best practices, develop and implement day-to-day and long-term management procedures for systems infrastructure.

Implement and help plan for upgrades to systems infrastructure district-wide.

Automate and innovate systems hardware, software and support practices to continually improve the effectiveness of ITS system operations.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Education and Experience

Bachelor's degree in computer science, management information systems or a related field and 4 years of increasingly responsible experience in a network and/or systems administration support role.

### KNOWLEDGE OF:

- Ethernet, TCP/IP, IPV4, IPV6
- LAN performance monitoring, capacity planning and methodologies
- LAN/WAN network management systems
- Packet capture and analysis
- Installation, configuration and management of network infrastructure including switches, wireless infrastructure, routers and VoIP telephone systems
- Cisco networks and technologies
- Operating systems such as Microsoft Windows and Windows Server
- IP addressing and subnetting practices
- Microsoft Enterprise Solutions (i.e. Active Directory, DFS, Exchange, IIS, SharePoint)
- Hardware and Software troubleshooting including installation, maintenance, upgrading, troubleshooting and scripting
- Systems performance assessment and remediation
- Virtualization (i.e. Hyper-V) solutions and administration
- Backup and recovery solutions and management practices (i.e. Commvault)
- Networking including Ethernet, Wireless, Routing and TCP/IP

### Desirable Qualifications

- Knowledge and ability to develop software practices and procedures
- Knowledge of CISCO switches and VoIP software. Knowledge of network standards
- Microsoft, Hyper-V, Commvault experience, training, and/or certifications desirable but not required
- Prior experience working with remote access technologies (i.e. VPN, TeamViewer, etc)
- Traffic prioritization and management concepts such as QOS, bandwidth shaping, bandwidth compression and bandwidth acceleration
- FiberChannel, iSCSI, switching and related storage technologies and administration
- Prior project management experience

### ABILITY TO

- Plan, organize, coordinate and implement network related projects
- Manage a wide array of network infrastructure
- Effectively interact and negotiate with vendors
- Effectively prioritize and execute projects
- Effectively participate in working groups or committees
- Prepare and follow work plans and time lines for projects and proposed systems
- Learn new skills and adapt to changes in technology
- Continuously update personal knowledge of industry-leading LAN technology
- Communicate effectively both orally and in writing
- Budget management principles
- Assess and remedy system performance problems
- Troubleshoot and resolve complex hardware and software problems
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others

## **PHYSICAL REQUIREMENTS**

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing sufficient to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards, and to handle paper.
4. Ability to sit for long periods of time.
5. Ability to stand for long periods of time.
6. Ability to lift and carry up to 50 pounds such as paper and reports.
7. Ability to bend and reach to retrieve and file supplies, equipment and documents.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

## **PAY RANGE**

Range 33 on the Classified Employees Salary Schedule/Non-Exempt.

## **SUPERVISION**

Supervision is received from the Executive Director of Information and Technology Services. Work direction and guidance may be exercised over student workers.

## **HOURS & TERMS OF EMPLOYMENT**

Assignment is typically 40 hours per week and 12 months per year. May require evening, over-time, holiday or weekend hours throughout the year.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A District classified application
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

Classified online application submission: [www.edjoin.org](http://www.edjoin.org)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

## **APPLICATION DEADLINE**

**Application materials must be in the Human Resources Department no later than 4:00 p.m. on Thursday August 9, 2018.**

It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

**INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

**MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*