# Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

**POSITION:** **Network Operations Administrator**
**DEPARTMENT:** **Mishawaka Utilities Business Office**
**SALARY:** **$46,182 per year**
**HOURS:** **8:00am - 5:00pm**

**DATE POSTED:** **04/17/2015**
**DATE CLOSED:** **04/24/2015**

**DEFINITION:** The Network Operations Administrator is to choose the most efficient computer solutions for the office, while making sure the systems meet all the company's needs. Therefore, the Network Operations Administrator must have a solid understanding of computer hardware and software and should keep up-to-date on all the latest technologies. Should use independent Judgement to resolve and manage software and hardware issues. Back-up person for Meter Manager in assigning route schedules and meter readers and addresses corrections needed on a handheld computer. Sending equipment when equipment fails or needs to be sent in for service. Reports to the Business Office Manager.

**QUALIFICATIONS:**

1. Must possess high school diploma or G.E.D. and possess a BS in IT or business related field.
2. Must pass a typing test.
3. Must possess speed, accuracy and skill when performing data entry work.
4. Experience with IBM PC.
5. Experience with IBM System AS/400.
6. Experience with Microsoft Word and Excel.
7. Ability to operate a calculator.
8. Must pass a pre-employment drug screen.
9. Must adhere to the City of Mishawaka Drug and Alcohol Free Policy.
10. Must sign and adhere to the Utility Confidentiality Statement.

**APPLICATION:**

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

**Please be sure to indicate the position you are applying for in your cover letter and resume.**

**The City of Mishawaka is an Equal Opportunity Employer**