



# CITY *of* CANFIELD

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CANFIELD, OHIO 44406-1416

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[Canfield.gov](http://Canfield.gov)



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## NOTICE OF CIVIL SERVICE EXAMINATION

The Civil Service Commission of Canfield will be testing for the following position at 7:00 P.M. at the Rotary Community Building, 320 Oak Street, Canfield, Ohio:

**February 23, 2022– 7:00 PM - IT Network & Systems Administrator - \$25.75/hr.**

A fee of \$20 to cover costs of the test and administration is required to be submitted with the completed application. Specific information and applications are available and must be returned to the Clerk's Office of the City of Canfield, City Hall, 104 Lisbon Street, Canfield, Ohio from 8:00 A.M. to 4:30 P.M. Applications will be accepted beginning on January 18, 2022. Last day for filing application is Noon on February 16, 2022. For further information, call 330-533-1101.

**CLASSIFICATION SPECIFICATION**  
**CITY OF CANFIELD (UPDATED 11/12)**  
**AN EQUAL OPPORTUNITY EMPLOYER**

## **Class Title: Network & Systems Administrator**

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT**

- Must be a United States Citizen
- Must be at least 21 years of age
- Must have at least a bachelor's degree from an accredited academic institution
- Must have 5 years experience working in a VMWare environment with Linux and Windows server background
- Must speak with clear diction and write legibly
- Must speak, read, and write the English language
- Must possess a valid Ohio driver's license
- Must be able to lift objects of at least 100 pounds
- Must adhere to all personnel policies and confidentiality requirements set forth by the city
- Must have a professional appearance

### **DESIRED QUALIFICATIONS FOR APPOINTMENT**

- A history of certifications, including Microsoft Certification, Cisco Certification, VMWare or any Virtualization Certifications, and documented training in technology related subjects.
- Digital forensic abilities for any and all aspects of technological hardware types.
- Law enforcement or government experience in the areas of law enforcement technology, mutual aid communications, and Ohio governmental records keeping is also desired.

### **NOTE: PRIOR TO APPOINTMENT, ALL CANDIDATES MUST:**

- Prior to appointment, the candidate must authorize a thorough background investigation to be completed by the Chief of Police or his designee, including, but not limited to: driving record, drug screen, computerized voice stress analysis (CVSA), prior employment verification, verification of a valid Ohio driver's license, and other requirements as may be deemed necessary by the City Manager. The results of this investigation will be a factor in all appointment considerations. The probationary period for this position will be six (6) months.

### **JOB SUMMARY**

Responsible for designing, organizing, modifying, optimizing and supporting the City of Canfields computer systems. Designs and installs LANs, WANs, Internet and intranet systems, and network segments. Manages a VMWare virtualized domain infrastructure and its hardware structures.

### **JOB DESCRIPTION**

#### **(FACTORS AND CONDITIONS WHICH ARE ESSENTIAL CHARACTERISTICS OF THE POSITION)**

The Network & Systems Administrator is under the general supervision of the IT Manager. The Network & Systems Administrator manages, plans, develops, recommends and performs a variety of routine and assigned tasks designed to maintain and improve the technology services used by the City of Canfield. This position requires vision and the appointed professional must provide direction for the overall technology of the city. Appointed persons must specialize in many areas and be multi-dimensional in the information technology field, providing the city with the best possible service in all aspects of technology. Occasionally extensive study must be performed in order to complete a task that is required for the upgrade, implementation, and relocation of essential production equipment. Professionals in the position must stay up to date with current and future technology available in order to provide the highest level of service and recommendations to the City of Canfield. The position requires high availability not only of the professional, but of equipment, keeping the best interests of the city and its residents in mind. Possible technological requests and service may be required or requested from surrounding area police departments that will require full attention. The position requires extensive attention to detail and Analytical problem-solving skills.

### **MAJOR RESPONSIBILITIES**

Responsibilities include, but are not limited to: database administration, wired and wireless network administration, troubleshoot and work within a virtualized computer environment, data backup system maintenance, CCTV IP Camera system maintenance, mobile data device administration, project management, consulting on technology related police investigations, technology planning, technology inventory maintenance, software and hardware installation and troubleshooting, website maintenance and design, VOIP telephony system, day-to-day requests for assistance, continued training related to technology systems and services, evaluation and optimization of system performance, maintain integrity of the network, maintain system efficiency, server deployment and security, Cisco switch configuration, High availability and failover configuration, assign configuration of authentication and authorization of directory services, maintain network servers such as file servers, VPN gateways, and intrusion detection systems, maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers, configure and monitor networks to ensure security and availability to specific users, Facilitate the recommendation, quoting, budgeting, implementation, and optimization of new systems and system upgrades, ensure design of systems allows all components to work properly together, identify user needs and troubleshoot problems reported by users, ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations, administer servers, desktop computers, printers, routers, switches, firewalls, phones, smartphones, software deployment, security updates and patches, Defend systems against unauthorized access, modification and/or destruction, monitor network traffic for unusual activity, Configure and support security tools such as firewalls, anti-virus software, patch management systems, implement network security policies, application security, access control and corporate data safeguards, develop and update business continuity and disaster recovery protocols, Conduct security audits and make policy recommendations, Provide technical security advice and train employees, maintain and setup clustering and high availability, maintain SAN architecture, multi-pathing, WWNs, iSCSI, Service or Project oriented behavior and good communication skills to internal and external users, Ability to work independently in all phases of systems analysis activities, Ability to prepare and maintain technical documentation, Ability to pro-actively learn new technology, processes and soft skills including an interest in continual learning and professional development, managing the purchase and documentation for proper licensing.

### **MAJOR DUTIES**

Major duties involve, but are not limited to, responding professionally to reasonable requests for service from appropriate city personnel; consultation with department heads; troubleshooting, developing and installing software and efficient operating systems; monitoring network performance and performing network maintenance functions; installing and configuring workstations, laptops, servers, peripherals, and network equipment, including wireless network equipment; project management and assistance; updating and regularly checking performance on all hardware within the city; providing training of personnel on use of technology services; installing and configuring IP telephony systems; and installing cabling; become a certified LEADS (Law Enforcement Automated Data System) administrator; monitor and manage in-house surveillance system; maintenance on door system; assign and configure all cellular devices (such as, but not limited to: cellular phones, air-cards, hot-spots, etc...). The Network & Systems Administrator is also on call 24/7 for emergency purposes due to any lack of functionality or major power outages.

### **WORK LOCATIONS AND CONDITIONS**

Work locations and conditions vary by activity. The majority of tasks are performed within or around the police department, city administration or public works buildings. Some tasks require heavy lifting, pushing, pulling or carrying heavy loads. Multi-tasking is very important since the Network & Systems Administrator will be asked to work on several activities at the same time. The Network & Systems Administrator must also be able to work well in stressful situations as well as dealing with deadlines for most projects. The Network & Systems Administrator's normal work schedule is 40 hours per week Monday - Friday, but may require additional time and/or a schedule adjustment to accommodate operational situations. When needed, the Network & Systems Administrator will work from home and provide remote support.

# CITY OF CANFIELD

## IT Department: Updated 10/21

<b>Application for Employment</b>		Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of any non-job-related medical condition or handicap.	
Application Date		Referred by	Positions(s) Applied For: [check box below]
<b>Personal Information</b>	Social Security #: _____	Driver's License State: _____ Number: _____	<input type="checkbox"/> IT Manager <input type="checkbox"/> Network & Systems Administrator <input type="checkbox"/> IT Technician – Full Time <input type="checkbox"/> IT Technician – Part Time
NAME (Last, First, Middle)		Area Code & Phone Number	
CURRENT ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
PREVIOUS ADDRESS (Street, Apt, City, State, Zip Code)		Length of Time at Address	
Cell. Phone Number & Area Code	Work Phone Number & Area Code (ext.#)		Email Address:
<b>Education High School</b>	SCHOOL NAME: _____ FULL ADDRESS: _____		<input type="checkbox"/> Diploma Received <input type="checkbox"/> G.E.D. Received  Date Received:
GPA	Course of Study	Awards/Honors/Offices	Extracurricular Activities
Attendance Record		Favorite Class	
<b>Education Undergraduate</b>	SCHOOL NAME: _____ FULL ADDRESS: _____		<input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelors Degree  Date Received:
GPA	Major / Minor	Awards/Honors/Offices	Extracurricular Activities
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Education Graduate</b>	SCHOOL NAME: _____ FULL ADDRESS: _____		<input type="checkbox"/> Masters Degree  Date Received:
GPA	Major / Minor	Awards/Honors/Offices	Extracurricular Activities
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Education Other/Academy</b>	SCHOOL NAME: _____ FULL ADDRESS: _____		<input type="checkbox"/> Completion  Date Received:
GPA	Course of Study	Awards/Honors/Offices	Extracurricular Activities
Why was this school chosen?			
Attendance Record		Favorite Class	
<b>Military Information</b>	Branch	From:	To:
Highest Rank or Grade	Terminal Rank or Grade	Type of Discharge	
Nature of Duties: Awards/Honors:			

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## CITY OF CANFIELD: IT DEPARTMENT APPLICATION

<b>Employment Information</b>	List <b>ALL</b> employment starting with your present position, then the last position before that, and so forth. Use additional forms if needed.		
<b>#1:</b> From:                      To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:			
_____			
What did you like most about your job?			
_____			
What did you least enjoy?			
_____			
Reasons for leaving:			
_____			
Compensation:			
_____			
Attendance Record:			
_____			
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			
<b>#2:</b> From:                      To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:			
_____			
What did you like most about your job?			
_____			
What did you least enjoy?			
_____			
Reasons for leaving:			
_____			
Compensation:			
_____			
Attendance Record:			
_____			
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			
<b>#3:</b> From:                      To	Company Name	Position / Title Held	
LOCATION (Street, City, State, Zip Code)		Immediate Supervisor	
Other Supervisor:	Other Supervisor:	Bus. Phone:	
Responsibilities:			
_____			
What did you like most about your job?			
_____			
What did you least enjoy?			
_____			
Reasons for leaving:			
_____			
Compensation:			
_____			
Attendance Record:			
_____			
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b>			

**Over**

## CITY OF CANFIELD: IT DEPARTMENT APPLICATION

<b>#4:</b> From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b> _____		
<b>#5:</b> From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b> _____		
<b>#6:</b> From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b> _____		

**Over**

## CITY OF CANFIELD: IT DEPARTMENT APPLICATION

<b>#7:</b> From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b> _____		
<b>#8:</b> From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b> _____		
<b>#9:</b> From: _____ To _____	Company Name _____	Position / Title Held _____
LOCATION (Street, City, State, Zip Code) _____		Immediate Supervisor _____
Other Supervisor: _____	Other Supervisor: _____	Bus. Phone: _____
Responsibilities: _____		
What did you like most about your job? _____		
What did you least enjoy? _____		
Reasons for leaving: _____		
Compensation: _____		
Attendance Record: _____		
Permission to contact for background check? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Signature:</b> _____		
<b>Other Employment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," please list all other employment on a separate sheet of paper and attach to this form! Applicant hereby certifies that all employment is hereby accounted for on this application, and further understands that failure to disclose any previous employment is grounds for termination in the event that applicant is hired with this agency.		
<b>Signature:</b> _____		

## CITY OF CANFIELD: IT DEPARTMENT APPLICATION

<b>Job Related Questions / Plans / Goals</b>	<b>Applicant's Name: (print)</b>
List all IT related certifications you have attained:	
What special skills, experiences or qualifications, related to the position(s) applied for, do you possess?	
List all companies/municipalities at which you have current applications filed. Note status of employment opportunities for each application:	
If applying for a part time position: What are your available hours and days to train and work at this agency?	
What are your long-term goals for employment?	
Are you computer literate? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," please explain.	
What programs are you familiar with?	
To what extent?	
Can you type? <input type="checkbox"/> Yes <input type="checkbox"/> No.	
I hereby authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal and/or termination from the civil service list.	
<b>Date:</b>	<b>Signature:</b>

**Please feel free to include your current resume and copies of applicable certifications with this application.**

*The City of Canfield is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Canfield does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.*



# City of Canfield IT Department

## WAIVER OF CONFIDENTIAL RECORDS

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Name (print) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

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Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

To Whom It May Concern: I am an applicant for a position with the Canfield Police Department, City of Canfield, Ohio. The department needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the City of Canfield bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the City of Canfield, whether said records are of public private, or confidential nature. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the City of Canfield to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in my case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the City of Canfield regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

**Initial:** \_\_\_\_\_

For and in consideration of the City of Canfield's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Canfield. I understand my rights under Title 5, United States Code, section 552a, the Privacy Act of 1974 and related Ohio Revised Code sections, with regard to access and to disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the City of Canfield in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid upon my signature during the time associated with the selection process of the City of Canfield.

I agree to indemnify and hold harmless the person to whom this request and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

**The following information must be completed in the presence of a certified Notary Public:**

\_\_\_\_\_, having been duly sworn under oath states that this is his/her  
Name of Applicant/ Affiant

lawful affidavit and request for release of records.

\_\_\_\_\_  
Signature of Applicant

Sworn and subscribed before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**SEAL MUST BE AFFIXED**

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Printed Address of Notary

**(Out of state notary must submit Certificate)**