



Town of Acton

Information Technology Network and Systems Analyst

The Town of Acton seeks qualified applicants for the position of Information Technology Network and Systems Analyst. The I.T. Department is responsible for providing all technology services to over twenty departments of the Town across eleven primary buildings and provides means of information exchange between staff, board & committee members and citizens. The I.T. Department consists of two full-time persons.

Important qualifications for this position include:

- **Desktop system installation and maintenance experience** (e.g. Microsoft Windows 2000 and XP, Microsoft Office)
- **Network experience** (e.g. wide-area TCP/IP networks)
- **Documentation** (e.g. diagramming network topologies, writing user procedures, documenting internal systems)
- **Personal skills** (e.g. high quality writing ability, attention to detail, excellent customer service and interpersonal skills)
- **Ability to work non-standard hours** (e.g. able to assist on short notice as problems arise, occasional system maintenance on weekends, extended hours on special projects)
- **Ability to drive** (e.g. between any of the networked locations)
- **Education and/or experience** equivalent to a bachelor's degree and/or professional certification such as MCSE, MCSA or CCNA

The strongest candidates will also have:

- Operating system, SQL Server and Exchange Server application experience
- Cisco network equipment and related protocols (e.g. VLAN and LEAP) experience
- Web design/development experience
- Programming knowledge of the .NET framework

Due to the anticipated response level for this position, we can only respond to candidates who meet these criteria. Only applicants who strongly meet this description will be invited for an interview.

Salary is dependent on qualifications. Interested applicants should **e-mail** a cover letter and résumé to:

itjob@acton-ma.gov

Hardcopy and faxed résumés cannot be accepted.