



NOTICE OF JOB OPENING

Network Administrator

1 Opening
(External & Internal)

Opening Date: 11/15/2022

Closing Date: 11/22/2022

Classification: Grade 7, Exempt \$78,966 annually

Summary of Job Duties and Responsibilities THE NETWORK ADMINISTRATOR leads Information Services personnel; administrates network operating system software; analyzes business requirements and recommends solutions; coordinates user's needs; ensures integrity and proper functionality of hardware, operating system software, and business applications; implements, maintains, and optimizes use of telephone system; implements all network hardware and operating system software (LAN and WAN), attached devices, and computers; recommends equipment, software, and policy affecting the network; coordinates network training; studies the systems to be networked; and performs other duties as deemed necessary.

Knowledge, Skills, and Abilities:

Knowledge of network hardware and operating systems.
Knowledge of PC network systems including Windows Operating Systems.
Knowledge of Visual Basic or C++ programming language.
Knowledge of system hardware and software concepts, design, and analysis.
Knowledge of telephone systems/telephone wiring.
Knowledge of VMWare infrastructure
Knowledge of Cisco IOS and Cisco Internetworking.
Ability to plan and schedule work activities of others.
Ability to analyze networking requirements and recommend solutions.
Ability to design computer hardware and software systems.
Ability to prepare network and communication diagrams.
Ability to communicate effectively, both orally and in writing.
Ability to use interpersonal skills to establish effective working relationships with users.
Ability to interpret and translate non-technical users needs into proper network and system specifications.
Ability to study technical reference material independently and apply the principles learned to keep job skills updated.
Ability to create standards for and maintain documentation.
Ability to work with multiple priorities.
Ability to adapt to continuous rapid change in technology and job requirements.
Ability to understand and take advantage of the complex relationship between hardware, operating software, application programs and network environment.
Ability to work with only general supervision.
Ability to train users of network operation.
Ability to maintain confidentiality of information.
Skilled in network performance tuning, LAN, and network design.
Skilled in various operating systems, Linux, MAC OS
Skilled in problem solving, planning, and multi-tasking techniques.

Minimum Qualifications

Bachelor's degree in computer related field or six (6) years' work experience in computer systems, including two (2) years' work experience with network administration.

Preferred Qualifications

Work experience with Ethernet, TCP/IP, and Windows Operating Systems. Experience with VMware, Cisco software and hardware, and SAN environment.

Special Qualifications

Must pass a criminal background check
Must pass a drug test.
Maintain a personal telephone due to "on call" duties
Must be high-performing, innovative, values-driven, informed, and passionate

Work Conditions

Works in a heated and cooled typical office environment.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

All forms, including resume, must be completed, and returned to Human Resources or emailed to Careers@carkw.com to be considered for the position

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, based on race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.

www.carkw.com

We support diversity, equity, and inclusion in our workplace.



APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ HOME PHONE _____

CITY STATE ZIP

BUSINESS PHONE _____

CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME TEMPORARY SUMMER PART TIME

DATE AVAILABLE _____ SALARY REQUIREMENTS \$ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? NEWSPAPER JOB LINE EMPLOYEE REFERRAL OTHER _____

*****LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST*****

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Have you previously been interviewed for a position with Central Arkansas Water? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water? If yes, provide position, dates, and reason for leaving:

* Do you understand the physical and mental requirements of the job for which you are applying? Yes No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying with or without an accommodation?

Yes No If no, please provide an explanation: _____

* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

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Central Arkansas Water embraces a diverse and inclusive environment. As an Equal Opportunity Employer, all applicants who meet the stated qualifications will be considered for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. CAW is also committed to compliance with all fair employment practices.  
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• I, _____, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: _____

Date: _____

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1251 * LITTLE ROCK, AR 72202