

# Job Opening

<b>Personnel Request No:</b>	<b>12270</b>	<b>Positions Available:</b>	<b>1</b>
<b>Opening Date:</b>	<b>6/20/16</b>	<b>Closing Date:</b>	<b>Until filled</b>

<b>Position:</b>	IT Operation Support	<b>Union:</b>	
<b>Department:</b>	Port Control-IT	<b>Work Location:</b>	Cleveland Hopkins International Airport
<b>Salary Range:</b>	<b>\$46,224.88-\$128,595.58</b>	<b>Week/Shift:</b>	Must be able to work any shift
<i>Civil Service Classification: Asst. Mgr. Application Development Tech Support</i>		<b>FLSA Designation:</b> <i>Exempt</i>	

## REQUIREMENT

- Must successfully complete a Transportation Security Administration (TSA) 10 year fingerprint-based Criminal History Records Check and employment background check and Security Threat Assessment.
- Must be able to pass a pre-employment physical and drug test.

## Civil Service Duty Statement

Plans, organizes, and manages the technical aspects of a major section of the Data Processing Organization. This includes application development, database administration, standards, and software support. Exercises considerable latitude in determining objectives and approaches to assignments. Manages a large section responsible for the design, development, implementation, and maintenance of management information system. Plans, organizes, and directs the efforts of the staff for all technical aspects of the department. Establishes and maintains status reports which provide progress and problem visibility to customers and management. Organizes or modifies organization as required to complete assigned projects and to ensure optimization of schedules, budgets, and technical excellence. Maintains close contact with customer representatives to identify and respond to customer requests. Ensures that potential sources of problems are made known to the Division Manager. Assists in staffing department. Helps coordinate recruiting efforts and employment offers. Assigns tasks and appraises subordinates. Recommends new hires, terminations, or other changes of employee status. Performs other job-related duties as required.

## Minimum Qualifications

A High School Diploma or GED is required. A Bachelor's Degree in Computers, Information Processing, or related field from a four year college or university is required. Three years of IT experience is required. (Substitution: Two years of relevant experience may substitute for each year of college education lacking.) Must be an expert in Microsoft Windows 2000 Server and related servers such as Exchange, ILS, DNS, WINS, IAS, Proxy, and various other Microsoft Server/ Utility Software as well as Windows 98/NT/200XP client software, Microsoft Office Suites, vision Project and other utilities. Must be proficient with network hardware and configuration such as routers, switches, and firewalls. Must be proficient with most common Enterprise software such as Norton Enterprise, Antivirus, Cisco Works, OpenView, SnifferPro, LanGuard, etc. Must be Capable of assembling and configuring servers/workstations and installation of all software. Knowledge of various operating systems such as Unix, Linux, and VMSA. Must be able to lift and carry a minimum of thirty pounds (Lifting and transporting of computer and network equipment). A valid State of Ohio driver's license is required. MSCE or CCNA Certifications are preferred but not required.

**Scope of Oversight:** None

Cleveland Airport System employs 400+ employees.

**Please submit all job bid responses to:** [recruitment@clevelandairport.com](mailto:recruitment@clevelandairport.com).