Job Title: Operations Specialist

Job ID: 6103

Full/Part Time: Full Time

Regular/Temporary: Regular

Job Code: 0450 Operations Specialist - 12

Job Grade: Foundation

Salary From: $2429
Salary To: $3943

Department: IT Operations-8216

Major Duties
Under general supervision, the Operations Specialist monitors, operates, and controls service for multi-system information processing in a network operations production environment in the Campus Data Center. The incumbent ensures effective operation of systems and equipment, including mid-range systems, UNIX-based servers, Windows 2K8 and Macintosh-based servers, peripherals, routers, switches and other computer and network equipment; ensures that all physical equipment systems, and data are secure and undamaged; ensures materials, inventory, records storage, and distribution systems are properly documented and maintained; and provides after-hours technical support in coordination with other units. Performs other duties as assigned.

Qualifications
Two years of full-time experience in computing that includes direct responsibility for performing technical operations of applications and services, monitoring of the overall system or operation performance, responding to logged error messages and performing backup and recovery procedures, conducting preventative maintenance and cleaning of equipment that includes hardware and software, or two years college in information technology or related field of study. Up to two years, or 60 semester units, of directly related coursework applicable to the positions area of technology may be substituted for experience on a year-for-year basis.

Pay, Benefits, & Work Schedule
The university offers an excellent benefit package.

The salary range for this classification is: $2429 - $3943 per month.
The anticipated hiring range: $2429 - $3500, dependent upon qualifications and experience.

General Information
This position is a sensitive position as designated by the CSU.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Additionally, the person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

How to Apply
Candidates must submit a cover letter, current resume including the names of three professional references, and salary history for the last five years. Please complete the CSUN online application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.
Initial screening begins on April 18, 2017, and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below: http://www-admn.csun.edu/ohrs/employment/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.

ENTER DATE (4/4/17)