

**City of Valparaiso
Dba
Valparaiso Broadband
Communication Systems**



**465 Valparaiso Pkwy.
Valparaiso, FL 32580
850-729-5404
850-678-4553 (Fax)**

9/13/2017

VBCS Position Description

Position Title: CATV Headend Technician/IT Administrator

General Function:

Skills involve the routine maintenance and operation of the City's Cable TV System headend, High Speed Data System, and the City's Municipal interdepartmental Network and Mail exchange.

Reports To: Communications Director

Illustrative Tasks:

Responsible for the maintenance and operation of the CATV Headend.
Responsible for the maintenance and operation of the Municipal interdepartmental Network and Mail exchange.

This duty includes working with outside individuals and agencies as necessitated by operational demands of the system.

Responsible for the maintenance and operation of High Speed Data Services to include, but not limited to Residential/Commercial Internet Services and VOIP/Telephony Services. This duty includes working with outside individuals and agencies as necessitated by operational demands of the system.

Responsible for working with the City Clerk, Public Works Director, Police Chief, Fire Chief, and Library Director in the creation and maintenance of the Municipal interdepartmental Network and Mail exchange.

Responsible for keeping abreast of all technological and software advances in the CATV and networking field.

May perform other duties as assigned by the Communication Director.

Requirements:

Knowledge of Math, Electronics, Electrical, and basic Mechanical skills are required.

Knowledge of Networking, High Speed Data, High Speed Data Services, and advanced Computer skills are required.

Duties require moderate physical strength and coordination.

Must be able to work unsupervised, must be a self-starter and be able to communicate clearly both written and spoken. This includes all reports and correspondence necessary, including reports to the FCC and other governmental agencies.

A valid Florida Driver's License is required.

A home telephone is required for stand-by and emergency purpose.
Must have experience digital platforms, Install and configure encoders with multicast input and output, headend equipment management network, Build multicast video network

Must have experience with VPN and ACL.

Must have experience with Microsoft Exchange.

Must have a high level of experience Microsoft OSs.

Must have experience Ubuntu, Lenexa, Red hat.