



INFRASTRUCTURE ADMINISTRATOR I

NOW HIRING

CITY OF PALM COAST
CAREER OPPORTUNITY

**Help build, secure, and support the
technology infrastructure that keeps one of
Florida's fastest-growing cities connected.**

City of Palm Coast, Florida | Department of Information Technology
Job Code 15 (Exempt)

- Enterprise server, network, and systems administration
- Support secure and reliable City infrastructure
- Lead technology projects and system improvements
- Modern technology with a public service mission



Apply: www.palmcoast.gov/employment/openings



Infrastructure Administrator I

Department of Information Technology | City of Palm Coast, Florida



About Palm Coast

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 110,000.

The Role

The Infrastructure Administrator I is a highly skilled technical position responsible for supporting and maintaining the City's technology infrastructure. This role works across servers, networks, applications, cybersecurity, and related systems to ensure reliable and secure City operations. You will troubleshoot complex issues, implement new technologies, support major projects, and help continuously improve the systems and services used throughout the organization.

What you'll do (highlights)

- Support servers, networks, applications, and infrastructure systems.
- Lead and coordinate technology installations, upgrades, and projects.
- Troubleshoot wired and wireless networks, switches, and connectivity.
- Support cybersecurity, incident response, physical security, and system reliability



Tech & tools (typical)

Microsoft 365

Windows Server

Networking

Cybersecurity

LAN / WAN

Qualifications & How to Apply

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Minimum Qualifications

- Associate degree in Information Systems, Computer Technology, Computer Science, or related field.
- Three (3) years of progressively responsible experience in servers, IT operations, networking, and project management.
- Equivalent combinations of education, technical certifications, and experience may be considered.
- Valid Florida Driver's License (must possess and maintain).

Knowledge, Skills, and Abilities

- Knowledge of systems analysis, design, and support in complex multi-platform environments.
- Knowledge of network design, LAN/WAN switching, Ethernet/fiber, servers, virtualization, and cybersecurity.
- Ability to diagnose technical issues and develop solutions that maintain reliable, uninterrupted service.
- Strong project management, communication, organization, and prioritization skills.

Preferred Experience

- Microsoft, VMware, and/or cybersecurity certifications.
- Experience with Windows Server, SQL Server, Microsoft 365, Exchange, IIS, and VMware.
- Experience supporting enterprise networks, LAN/WAN switching, Ethernet/fiber, and cybersecurity.

Compensation & Benefits

Starting salary range is \$60,347 - \$71,108. The full salary range is \$60,347 – \$103,392. The starting salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan. For more information, about the City's benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

Important Information

- Applications will be accepted until the position is filled.
- Public Records Act: applicants are subject to disclosure upon receipt.

How to Apply

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- EOE/ADA: reasonable accommodations provided.
- Veterans preference awarded per Florida law.

