

Position Description Examples

Position Descriptions Posted to the City of Austin NET Guard web site

The NET Guard program is currently looking for volunteers with the following qualifications:

Volunteer Administrative Specialist

Position Title: Volunteer Administrative Specialist

Type of Posting: Volunteer for NETGUARD

Primary Tasks: Work in conjunction with other administrative personnel to perform a wide variety of administrative support tasks, including research, clerical or technical duties.

Additional Information: This position is a volunteer, non-employment position with the City of Austin. In times of emergency volunteers may be activated by the City to respond to the emergency.

Minimum Qualifications: Bachelor's Degree in Business or Public Administration or related field plus four (4) years of experience in a professional/administrative capacity. Any combination of education and/or work experience will substitute for minimum qualifications. Skill is MS-Word, Outlook and Excel. Ability to perform effectively in an emergency. Skill in handling hostile, conflict, and uncertain situations.

Licenses: Valid TX class C Drivers License Required.

Notes: [Criminal history background check](#) will be done on all selected candidates for this position. All candidates must complete the CERT Austin Training Class.

Salary: None

Location: To be determined at time of disaster

Hours: To be determined at time of disaster

Number of Position(s): 20

Full-Time/Part-Time: N/A

Regular/Temporary: N/A

Category: Administrative

Volunteer Desktop Support Technicians

Position Title: Volunteer Desktop Support Technician

Type of Volunteer: Volunteer for NETGUARD

Posting:

Provide technical support of personal computers used by volunteers as well as guests of the City. Support the Windows Operating System, Microsoft Office

Primary Tasks: Applications, install and maintain printers, fax and other equipment. Support of file and print sharing.

Additional Information: This position is a volunteer, non-employment position with the City of Austin. In times of emergency volunteers may be activated by the City to respond to the emergency.

Minimum Qualifications: High school or GED. Ability to lift 40 lbs. Previous experience supporting the Windows Operating System and Microsoft Office applications. Basic networking skills including TCP, DNS, DHCP, and wireless. Ability to perform effectively in an emergency. Skill in handling hostile, conflict, and uncertain situations.

Licenses: Valid TX class C Drivers License Required.

Notes: [Criminal history background check](#) will be done on all selected candidates for this position. All candidates must complete the CERT Austin Training Class.

Salary: None

Location: To be determined at time of disaster

Hours: To be determined at time of disaster

Number of Position(s): 25

Full-Time/Part-Time: N/A

Regular/Temporary: N/A

Category: Technical

Volunteer Network Services Specialist

Position Title: Volunteer Network Specialist

Type of Posting: Volunteer for NETGUARD

Primary Tasks: Install, configure and test network equipment hardware and software. Perform network equipment operating system upgrades and backups. Conduct performance tuning. Perform maintenance on data switches, routers, multiplexers, firewalls, modems, media converters and copper /fiber cabling as needed. Select and replace network equipment hardware when required. Connect multiple information systems technologies e.g. Network hardware and software. Connect and integrate LAN/WAN network equipment.

Additional Information: This position is a volunteer, non-employment position with the City of Austin. In times of emergency volunteers may be activated by the City to respond to the emergency.

Minimum Qualifications: High school diploma or general education degree (GED) and two (2) years related experience. Any combination of education and/or work experience will substitute for minimum qualifications. Ability to perform effectively in an emergency. Skill in handling hostile, conflict, and uncertain situations.

Licenses: Valid TX class C Drivers License Required.

Notes: [Criminal history background check](#) will be done on all selected candidates for this position. All candidates must complete the CERT Austin Training Class.

Salary: None

Location: To be determined at time of disaster

Hours: To be determined at time of disaster

Number of Position(s): 10

Full-Time/Part-Time: N/A

Regular/Temporary: N/A

Category: Technical

Volunteer-Programmer

Position Title: Volunteer Programmer

Type of Posting: Volunteer for NETGUARD

Primary Tasks: Perform PHP programming in a production Web environment using SQL.

Additional Information: This position is a volunteer, non-employment position with the City of Austin. In times of emergency volunteers may be activated by the City to respond to the emergency.

Minimum Qualifications: High school or GED. Previous experience programming PHP in a production Web environment using SQL or programming Python/Plone/Zope. Skill in handling hostile, conflict, and uncertain situations.

Licenses: Valid TX class C Drivers License Required.

Notes: [Criminal history background check](#) will be done on all selected candidates for this position. All candidates must complete the CERT Austin Training Class.

Salary: None

Location: To be determined at time of disaster

Hours: To be determined at time of disaster

Number of Position(s): 20

Full-Time/Part-Time: N/A

Regular/ N/A
Temporary:
Category: Technical

Volunteer Systems Administrator

Position Title: Volunteer Linux Specialist

Type of Posting: Volunteer for NETGUARD

Primary Tasks: Installation and support of Linux servers.

Additional Information: This position is a volunteer, non-employment position with the City of Austin. In times of emergency volunteers may be activated by the City to respond to the emergency.

Minimum Qualifications: Previous experience support Linux and Windows servers. Ability to perform effectively in an emergency. Skill in handling hostile, conflict, and uncertain situations.

Licenses: Valid TX class C Drivers License Required.

Notes: [Criminal history background check](#) will be done on all selected candidates for this position. All candidates must complete the CERT Austin Training Class.

Salary: None

Location: To be determined at time of disaster

Hours: To be determined at time of disaster

Number of Position(s): 10

Full-Time/Part-Time: N/A

Regular/Temporary: N/A

Category: Technical