



## CITY OF MANGUM

130 NORTH OKLAHOMA AVE. MANGUM, OK 73554  
PHONE: (580)782-2250 EMAIL: [citymanager@cityofmangum.net](mailto:citymanager@cityofmangum.net)

December 12, 2023

### Request for Bid:

---

Effective: February 7, 2024  
Department: IT/ Network Administrator  
Issued By: City of Mangum  
130 N Oklahoma  
Mangum, OK 73554

---

Experience with references required.

Duties and responsibilities include but are not limited to:

- Ensuring the integrity of data storage and backup systems
- Using security tools to protect network from hackers, malware, and other threats
- Anticipating problems and resolving them before they impact users when possible
- Testing software and reviewing application logs
- Adding, removing, or updating user information like passwords or internal email addresses
- Set up computer workspaces, as well as solve technical issues that arise on a day-to-day basis. This includes printers, desktop, laptop, routers, etc.
- Phone support as well as on site support
- Administer and maintain end user accounts, permissions, and access rights
- Additional duties may be assigned.

To submit your bid please mail to the City of Mangum or bring into the office located 130 N Oklahoma, Ave. Attention: City Manager OR email [erma.mora@cityofmangum.net](mailto:erma.mora@cityofmangum.net).

**Bids in position must be turned in February 2<sup>nd</sup>, 2024 by 3:00pm.**