

IT System Administrator

This position is responsible for the administration of the county's information systems.

The IT System Administrator is responsible for analyzing the current county computer systems, designing and building a networked system, testing, implementing and maintaining the courthouse computer system. The position is responsible for the maintenance of all office computers, equipment, networks, communications equipment and providing support for software and hardware needs. The person will be responsible for security of the network and the authority to secure the integrity of the network.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Troubleshoot software and hardware repairs, maintains, installs and performs testing activities on various computer equipment, peripherals, and data communication and computer network systems.
2. Assembles, installs, configures and tests computer equipment or units of local area networks requiring use of standard interface protocols.
3. Consults with and assists manufacturer's representatives in the installation of new computer equipment: exercises total responsibility for routine equipment installation, maintenance or modification. Prepares and coordinates equipment repairs and submits equipment repair warranties.
4. Completes work such as installing equipment, connecting and moving devices or creating components of autonomous networks: installing disk drives; and correcting definitions on data switches, protocol converters, etc.
5. Uses electronic test equipment, such as optical power meters and multimeters, to troubleshoot equipment malfunctions. Uses computer-aided diagnostics and digital logic devices as needed to locate malfunctions. Calibrates test equipment for proper operation.
6. Develops and maintains software licenses and hardware inventory and tracking systems: develops inventory lists and orders, stocks and store electronic components. Maintains computer asset list and location. Inputs warranties and support contracts into system for renewal notification.

7. Configures and sets up servers to work with various programs: installs software. Ensures server backups and networked user backups are performed on a regular basis.
8. Performs preventative maintenance for computer, data communication and/or peripheral equipment: tests and adjusts to appropriate standards.
9. Trains users in the basic operation and maintenance of computers and related components.
10. Follow procedures to ensure systems and equipment security and protect file system integrity.

Competencies:

Communications Proficiency

Customer/Client Focus

Organizational Skills

Problem Solving/Analysis

Teamwork Orientation

Technical Capacity

Time Management

Supervisory Responsibility:

This position has no direct supervisory responsibilities, reports directly to the County Commissioners.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, fax and filing cabinets.

Physical Demands:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 25 pounds and occasionally lift and move up to 50 pounds.

Position Type and Expected Hours of Work:

This is a full-time position. Some flexibility in hours is allowed, but the employee must be available during the "core" work hours of 8 AM to 4:30 PM and must work 40.0 hours each week to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

Travel:

No travel is expected for this position.

Required Education and Experience:

High school diploma or equivalent.

Preferred Education and Experience:

Bachelor's Degree in related field and/or experience and/or Cisco Systems certifications.

Additional Eligibility Qualifications:

None required for this position.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.