

JOB DESCRIPTION

Systems Administrator

DEPARTMENT: Information Services

EXEMPT/NON-EXEMPT: Non-Exempt

TITLE: Systems Administrator

POSTED DATE: 08/14/20

BENEFITS: Retirement, Longevity, Health, Dental, Vision, LTD, Life Insurance and more

PAY RANGE: \$75,000 - \$85,000

DUTIES & FUNCTIONS

Provides assistance and guidance in information processing matters to other departments, as needed.

Assists taxing entities with questions, problems, and reporting.

Establishes system specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing system infrastructure.

Establishes system by planning and executing the selection, installation, configuration, and testing of PC and server hardware, software, LAN and WAN networks, and operating and system management systems; defining system and operational policies and procedures.

Documents Network and Server Infrastructure; keeping vital information up-to-date.

Secures system by developing system access controls, monitoring, and evaluation; establishing and testing disaster recovery policies and procedures; completing back-ups.

Upgrades system by conferring with vendors and services; developing, testing, evaluating, and installing enhancements and new software. Maintains current patch levels on desktops and servers.

Prepares users by designing and conducting training programs; providing references and support.

Generates specialized reports and detailed information as requested by the district's management.

Maintains and tests Denton CAD Firewalls and Intrusion Detection Systems; A high level of network security and testing methodologies must be utilized.

Performs other tasks as assigned.

KNOWLEDGE & SKILLS

To maintain the District's Information Services operations, the Systems Administrator must possess certain technical knowledge and experience delivering information services in a highly available environment. In-depth knowledge of the following is imperative:

Substantial Windows and Linux server system administration.
Strong Active Directory AD/DNS/DHCP administration.
Experience in VoIP setup and troubleshooting.
Microsoft SQL Server Admin Experience.
Microsoft SQL Query Experience.
Experience in Firewall/IDS/IPS configuration and testing.
Strong Layer 1/2/3 network skills, ability to troubleshoot network issues.
Configuration and testing of Gold Master desktop images.
Ability to follow and update district servers and desktops in a timely manner.
Familiar with MacOS Desktops and iPad devices, managing via MDM solution.
Knowledge of Google GSUITE for Business features as well as Google domain management.
Experience with web-based programming utilizing Python/PHP a plus, but not necessary.
Experience with scripting languages (WSH/PowerShell/bash/VBScript) a plus, but not necessary.

Must have strong problem solving and time management skills.

REQUIREMENTS

Education:

Some college preferred.

Experience:

5+ years' experience in IT related field.

Certifications (MCSE, etc.) desired, however substantive, valid experience can substitute. The ability to present resolutions to problems is more important than certifications.

It is essential to have a high degree of accuracy and able to work effectively with minimal supervision. Technical errors can cause severe problems for the Appraisal District. Legal action and tax payment refunds could be a result.

Good verbal and written communication skills are essential. Must be able to communicate with other employees, the public and taxing jurisdictions on the telephone and in-person. Must be able to distribute information and resolve issues in a professional and polite manner.

Must be willing to collaborate and share ideas and experiences in a group dynamic.

Must have knowledge and desire to follow the District's cultural goals, core values and objectives.

At times, lifting of heavy boxes or equipment may be required.

Employees of the District shall not be permitted to perform any type of fee appraisal work and property tax consulting services in or out of Denton County. They are also prohibited from performing any type of real estate activity involving the personal use of the employee's real estate license or broker license within Denton County.

Employees of the District shall not be permitted to engage in outside employment, where such employment may reflect negatively or creates an appearance of impropriety upon the District, the County, or any taxing jurisdiction within Denton County.

SUPERVISION

This position reports directly to their Supervisor and then to the Department Manager. Periodically, directives will be given directly from the Deputy Chief or Chief Appraiser of the District.

This position has no supervisory responsibility over another employee.

WORK HOURS

Normal work hours are 8 am until 5 pm, Monday through Friday. Although, a seasonal flex schedule is offered. Those work hours are from 7:30 am to 5:30 pm, with every other Friday off. Periodically, it will be necessary to work past five and on weekends.

WORK HAZARDS

Majority of the work is performed in a traditional office environment.

Verbal abuse by the public in person and over the telephone is a possibility.

I hereby verify that I have read and understand this job description. I understand that this job description is subject to change when the responsibilities of the job change. Further, I understand that I will be expected to perform in total accordance with this job description within six months of being hired.

SIGNED: _____

DATE: _____

WITNESSED: _____

DATE: _____