



# Systems Administrator

Position Description

July, 2022

Department:	IT & Technical Services
Classification:	Exempt
Reports to:	Director, IT & Technical Services

## POSITION SUMMARY

This is technical administrative work involving coordination, implementation, planning investigating, and serving as the liaison for all facets of data processing, to include any election related tasks.

## Skills and Qualifications

### REQUIRED

- Graduation from a regionally accredited college or university with a bachelor's degree focused on computer science, information systems, computer operations, information technology, or a similar field of study. Experience may substitute for formal education at the discretion of management.
- MCP or MCSE certification, 3 years' experience in computer operations, data communications, or information technology, including supervisory training or experience
- Helpdesk and response experience
- Ability to image new PCs
- Knowledge of Office 365, VMware, two-factor authentication, VoIP and storage area networks
- Ability to coordinate various activities and set priorities during elections
- Ability to understand and carry out complex oral and written instructions
- Ability to develop, write, compile, analyze, compose, and edit policies, correspondence, and reports
- Must be a team player with the ability to establish and maintain good working relationships with co-workers
- Adaptable to change

### PREFERRED

- Database management experience, Office 365, VMware and two-factor authentication.
- Knowledge of state and local elections laws

## Functions and Responsibilities

- Develops short and long-range plans to coordinate and control data processing functions
- Provides expertise on hardware and software, considering costs and capabilities
- Monitors technologies and trends
- Installs new software and hardware, including network operating system, as assigned
- Adds new systems to network and ensure all required documentation
- Ensures account setup, maintenance, and removal
- Provides user support
- Assists to administer/maintain networked servers
- Ensures timely systems backups and maintains logs
- Protects data and performs and tests backup processes

- Maintain password, trustee and viral security
- Maintain network policy and maintenance controls, including network security
- Troubleshooting, including maintenance and repair of computer equipment
- Assists with ballot preparation, processing and tabulation
- Performs equipment tests to include election and computer equipment as needed or assigned
- Conducts and supervises ballot tabulation as assigned on election night
- Keeps abreast of technological advances and provides recommendation for new equipment
- Responsible for network design
- Assists with ordering and installation of cabling and computer systems
- Participates in the review and revision of security and emergency procedures and the maintenance of the information system disaster recovery plan
- Develops and provides user support and training on designated production software and hardware
- Maintains system software licenses and supervise all software installations
- Assists in election day duties as assigned
- Performs other duties as assigned

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Work involves sitting at a desk, prolonged standing at times, stooping, and occasional lifting of objects less than 25 pounds; possibly moving objects up to 100 pounds with assistance.
- Work demands the ability to work well under pressure
- Work may involve extended hours at various locations.
- Work may involve local travel, long distance travel for training and extended hours at various locations

*This position description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instructions and to perform any other reasonable duties as may be assigned within the knowledge, skill and abilities framework.*