



SYSTEMS ADMINISTRATOR III

Type of Posting:	Internal & External	Closing Date:	Until filled
Position Title:	System Administrator III	WorkInTexas No:	8515596
Salary Range:	\$45,158 to \$59,473 (B20/Exempt)		

Workforce Solutions Capital Area Workforce Board has an immediate opening for the position of Systems Administrator III to perform complex system administration, computer system support work, assist with network support, and troubleshooting. Performs computer systems administration in a network environment. Work includes installation, configuration, upkeep and maintenance of servers, workstations, and Active Directory services, and monitoring and maintenance of local and wide area networks. Provides technical assistance and support for troubleshooting system software and hardware problems. Responds to incident and problem calls, and processes service requests and tasks. Works under the direction of the Chief Information Officer, with moderate latitude for the use of initiative and independent judgment.

JOB SUMMARY:

Performs computer systems administration in a network environment. Work includes installation, configuration, upkeep and maintenance of servers, workstations, and Active Directory services, and monitoring and maintenance of local and wide area networks. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Will work on building automation systems servers and directory services with possibly critical consequence of error, mitigated by supervision and change management processes.

ESSENTIAL FUNCTIONS:

- Installs, configures, maintains, and administers networked servers and workstations, operating systems, and applications.
- Installs and upgrades computer components and system software.
- Installs, configures, maintains, and administers servers, operating systems, and applications.
- Maintains the security software and processes used to protect the computing environment, including antimalware, group policies, and the establishment of rights and privileges.
- Provides technical assistance and support for troubleshooting system software and hardware problems.
- Determines operational, technical, and system requirements for the location, installation, operation, and maintenance of servers and other networked computing equipment.
- Maintains server and network support software, monitors the interface of systems, subsystems, and software applications, and recommends appropriate measures.
- Configures automation routines using scripting and other programming languages.
- Researches, develops, and documents operating procedures for technical support, troubleshooting, maintenance, and innovative systems administration techniques.

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- Assists in documenting the local area network and wide area network configurations, equipment configurations and inventories, and firewall rules.
- Performs tuning and capacity planning activities to enhance the performance of the network resources.
- Provides technical advice, assistance, and status reports to management.
- Responds to incident and problem calls, and processes service requests and tasks.
- May analyze and assist in defining agency disaster recovery responsibilities and procedures.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred.
- Five years of experience in systems administration work.
- Education and experience may be substituted for one another on a year by year basis.
- Must be legally eligible for employment in the United States.
- Must possess a valid Texas driver's license, be insurable, and have access to reliable transportation. Some local travel required.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of server and workstation systems administration in a network environment, of computer hardware and software configuration and troubleshooting, of operating systems and applications.
- Skill in Active Directory design and management, of Group Policy Object development, troubleshooting and administration, of Windows Server 2008, 2012 and higher, workstation hardening and security best practices.
- Knowledge and experience with TCP/IP, Routers, Switches, Firewalls, Wi-Fi, VLANs, WAP and VPN Systems;
- Knowledge and experience of backup methods and backup applications;
- Knowledge and experience of DNS and DHCP;
- Knowledge and experience of O365;
- Knowledge and familiarity with virtual environments and network storage devices;
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; in solving problems; in scheduling, testing, installing, and implementing system software; and in troubleshooting computer systems.
- Ability to recognize, analyze, and resolve complex technical issues; to analyze systems and procedures; to write and revise standards and procedures; to handle multiple projects; to use network management, administration, and other system administration tools; to communicate effectively; and to train others.

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PHYSICAL DEMANDS:

This position involves regular walking, standing. May occasionally involve stooping, kneeling, or crouching and lifting boxes up to 50 lbs.

HOW TO APPLY:

- STEP 1: Apply online at www.workintexas.com (Job posting # 8515596)
- STEP 2: Email your resume & cover letter to donna.crenshaw@wfscapitalarea.com

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