



Systems Administrator Information Systems

IS/5

JOB SUMMARY

This position is responsible for the administration of system hardware and software.

MAJOR DUTIES

1. Charged with installing, supporting and maintaining on premise network servers and cloud based information systems and their related infrastructure.
2. Enterprise Systems Management including business continuity planning and disaster recovery.
3. Monitors information systems and performs audits as necessary for information security management.
4. Provides training and technical support to field technicians and county staff.
5. Works with hardware and software vendors to implement new technology solutions and resolve tier II technical problems.
6. Works cross functionally with county departments.
7. Oversees and implements assigned projects.
8. Performs all other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Proficient with Windows Server and VMware administration in an Enterprise environment.
2. Knowledge of TCP/IP suite of protocols and OSI model.
3. Knowledge of networking fundamentals relevant to systems administration.
4. Principles of information security and methods of hardening software systems.
5. Experience with writing scripts in PowerShell and task automation.
6. Ability to identify current and potential problems, evaluate alternatives, implement positive solutions and follow up to ensure system performance.
7. Knowledge of current and emerging technologies.
8. Proven ability to research new technologies and analyze new systems.
9. Strong oral and written communication skills. Ability to explain complex technical concepts clearly and concisely.
10. Familiar with the concept of system analysis.

SUPERVISORY CONTROLS

The Chief Information Officer assigns work in terms of general instructions and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

GUIDELINES

Guidelines include the Fayette County Employee Handbook, county policies and procedures, departmental procedures, and other industry standards and best practices. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical duties in the administration of the County's hardware and software infrastructure. Frequently changing industry standards contributes to the complexity of the position.
- The purpose of this position is to administer the County's on-premise server systems and cloud software infrastructure. Successful performance in this position contributes to the increased effectiveness of county operations through the efficient and timely processing of information.

CONTACTS

- Contacts are typically with members of the public, other county employees, and vendors.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, computer room, stockroom, or warehouse. The employee may be exposed to machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three to five years.