



POSTED 1/21/16

JOB OPPORTUNITY #: 873-2703
SYSTEMS ADMINISTRATOR
IT-911/EMERGENCY MANAGEMENT

Responsibilities: Design, test, implement, and maintain enterprise class servers and network infrastructure; serve as primary resource for the IT Helpdesk, Systems Support Analysts and Programming staff in the development, implementation, administration, and maintenance of information systems, computer programs and software applications. Perform enterprise capacity planning and performance tuning for technology systems in assigned areas; serve as primary resource for disaster recovery on an enterprise level; lead and maintain all systems as it relates to backup and recovery processes; perform security monitoring and develop response planning for assigned areas. Develop written technical documentation, internal operating procedures, and technical manuals including instructions; conduct training programs on infrastructure for other IT staff; update technical and training manuals as required. Install and maintain application software and computer hardware; provide technical assistance to systems support staff in accordance with applicable information systems policies, procedures, methods and techniques; troubleshoot and rectify application software problems; evaluate new software/hardware and recommend changes as needed; prepare and update technical manuals and system documentation. Perform related duties and responsibilities as needed.

Status: Full Time, Exempt, Benefitted

Working hours: Primarily Monday – Friday, 8:00 am – 5:00 pm

Qualifications: CompTIA A+ Certification, Current CompTIA Network+, and Current CompTIA Server+ or ability to obtain certification within six months; High School Diploma or G.E.D. and five years of computer systems administration or network maintenance and design experience. The selected candidate will be required to pass a criminal history background check and/or fingerprinting with NCIC background check.

Starting Salary Range: \$57,137.60 - \$60,715.20

Deadline for Application: Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com or call (573) 886-4128 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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