Employment Opportunity

Kittitas County, Washington

SYSTEM ADMINISTRATOR

The Information Technology (IT) Department is currently seeking qualified applicants for the position of System Administrator. This is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. The System Administrator is responsible for maintaining the County's computer systems. Anyone who meets the qualifications stated below may apply. This position is considered open until filled with a first review after 6/22/2022. Candidates should apply as soon as possible for optimal consideration.

SALARY RANGE: $5,719- $7,695 per month.

ESSENTIAL FUNCTIONS

70% of the effort in this position will be expended in individual effort. The essential functions of this position:

* Manage server infrastructure and hardware (vCenter, ESXI hosts, virtual servers, file servers, and SANs) and software (OS, purchased applications, and IIS)
* Manage timely patching and updates of server infrastructure, firmware, and software, as well as user software
* Ensure business continuity (plan, backup, audit, and restore, as wells as snapshots and off-premises disaster recovery)
* Administer Microsoft Exchange email system
* Administer Microsoft Active Directory system (create and manage users and permissions)
* Maintain server security certificates
* Analyze system logs and identify potential issues with systems and infrastructure
* Monitor system and infrastructure logs and alerting; mitigate issues, tune, and optimize systems as indicated
* Maintain data security (access and authorization, life cycle, encryption, data loss prevention, and regulation compliance)
* Plan for and respond to emergencies – data loss (backups and restoration), hardware failure, disaster recovery
* Maintain IP telephone and video conferencing systems
* Consultant with IT staff in evaluating and recommending technology solutions
* Tier 2 support of county desktop systems in conjunction with Service Desk
* Assist with vendor provided maintenance
* Document the configuration of the computer systems and all aspects of the position's essential functions
* Document all work performed and communication with employees on projects and problems in the request tracking system

Kittitas County is an Equal Opportunity Employer
Human Resources ● Kittitas County Courthouse ● 205 West 5th Ave Suite 107 ● Ellensburg, WA 98926
(509) 962-7082 ● FAX (509) 962-7083 ● hr@co.kittitas.wa.us ● www.co.kittitas.wa.us

15% of the effort in this position will be expended in Division effort. The essential functions of the Operations Division, of this portion is a part, are to provide and maintain the desktop and information systems necessary for client productivity, including:

• Understand, interpret, and enforce county technology policies and procedures
• Cross-train and support other Operations Division staff
• Desktop and laptop computer systems inventory, lifecycle management
• Secondary support for firewall, routing, and switching systems
• Planning for, and assisting others in planning for, near-term technology improvements
• Add, remove, or update user account information, resetting passwords
• Keep up-to-date on new technologies and best practices
• Maintain software library
• Other duties as assigned by the Information Technology Director

15% of the effort in this position will be expended in Department effort. Members of the Information Technology Department function as a team, each with unique skill sets, but work together, and depend upon each other for the accomplishment of the IT mission:

To support the business needs of Kittitas County government by collaborating with County departments and offices to provide appropriate technology tools, solutions, and assistance:
   • *working with departments and offices as a team*
   • *in a fiscally and operationally responsible manner*
   • *adopting their technology needs as our own*
   • *securely*
   • *with creativity, respect, expertise, and professionalism*
   • *communicating effectively at the appropriate comfort level with our customers*
   • *while designing, maintaining, and supporting all County information technology infrastructure.*

It is the responsibility of each division and team member to manage available resources to accomplish their Essential Functions, while simultaneously supporting the other divisions so that the department goals are realized.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

• High School Diploma or GED, or advanced education and/or training related to the requirements of this position
• One (1) year experience with VMware vSphere 6.x, or 7.x.
• Three (3) to five (5) years' experience with Window Servers and one (1) year experience with Windows Server 2016 Server and Active Directory design, implementation, and support
• One (1) year experience with Veeam or comparable virtual machine-based backup solution.
• Three (3) years' experience in computer maintenance services of a technical nature in an environment with 100+ computers and 20+ servers
• Three (3) years' experience with Microsoft Exchange
• Two (2) years' experience with Tier 2 support of desktops, servers, and network systems
• Equivalent education/experience may substitute for some minimum qualifications state above.
• Two (2) years' experience in the specification, installation, maintenance and administration of Microsoft Windows Servers and Active Directory,
• Familiarity with firewall systems
• Valid Washington State driver's license

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- A criminal history and background check, including fingerprinting, will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be considered.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Self-starter with strong self-management skills
- Ability to handle high-stress situations while maintaining a high level of customer service
- Ability to organize and manage multiple priorities
- Excellent problem solving and research skills
- Excellent oral and written, technical and non-technical communication and presentation skills
- Ability to maintain confidentiality
- Ability to work well with others in a professional and cohesive manner
- Ability to willingly make changes when brought to your attention
- Reliable attendance

PREFERRED QUALIFICATIONS

- Associate or Bachelor's degree in Computer Science or Management Information Systems
- Three (3) years of experience with VMware vSphere 6.x, and/or 7.x.
- Three (3) years of experience with Windows Server 2016 and/or 2019 and Active Directory design, implementation, and support
- Professional certifications
- Experience in the installation, maintenance and administration of Cisco switches; Cisco IOS; and Network and data security products
- Experience with Fortinet security products
- Microsoft support certifications or training
- Familiarity with ITIL practices for service desk, incident management, problem management, and definitive software library maintenance
- Experience working in a local government environment
- Experience working in a multi-department enterprise
- Prior experience as a privacy and/or data security officer for an organization

WORKING CONDITIONS

Work is generally performed in an office environment with potential exposure to dusty conditions. Travel to all County office locations is required to service computer systems, with occasional travel necessary to attend mandatory training or other educational/networking opportunities. Must have the ability to safely operate a motor vehicle in all types of weather and all levels of light. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 50 pounds (possibly more with assistance); vision to read printed materials, a computer screen, and allow installation of equipment in all lighting conditions; and hearing and speech to communicate clearly in person or over the telephone. Must be able to reach with arms, grasp, sit, kneel, stoop, bend, squat, twist, crawl under office furniture, climb a ladder and stairs. Safety rules and regulations must be adhered to at all times.

Reliable attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt positions are expected to work the number of hours required to complete the duties of the position, which could include evenings, weekends, and responding to emergency situations.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Describe your experience with the essential functions outlined in the job description of this position.
2. What does customer service and teamwork mean to you?
3. What experiences, education, and training do you have that support and strengthen your application for this position?

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