

MORGAN COUNTY COMMISSION
IT SYSTEMS ADMINISTRATOR
INFORMATION TECHNOLOGY

ESSENTIAL FUNCTIONS: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Acts as administrator for and maintains county server systems including VOIP phone system, Munis ERP system, and Self Service portal as needed. Acts as Domain Administrator creating and removing users and permissions as needed. Writes, tests, and implements all Group Policies for the organization. Maintains Network wiring diagrams and switch code backups. Insures that server backups are run on a regular basis. Acts as administrator for vSphere and all on site network storage. Planning and implementation of Virtual Desktop thin clients for end-users. Acts as administrator for imaging of new desktop computers. Acts as a point of contact for Information Technology Disaster Recovery and Threat mitigation. Performs analytical, technical, and administrative work in the planning, design, and installation of new and existing personal computer systems, workstations, servers, printers, phones network devices and other equipment. Performs network system analyses to maintain operational efficiency and ensures that all network equipment is maintained in good working condition at all times. Configures and installs various hardware, software and maintains existing components; prepares/ installs cabling. Troubleshoots and resolves issues with computer systems and server equipment located throughout the organization. Evaluates products for compatibility, expandability, and ease of use and support then recommends to management the support or nonsupport of evaluated products. Document and help to enforce various policies, procedures, standards, best practices, and configurations. Must have the ability to work independently with minimal supervision. Manages and implements passwords for security purposes in accordance with policy. Answers the telephone as needed, provides information, guidance and assistance, takes and relays messages or directs calls to the appropriate personnel, returns call as necessary. Responds to questions, problems, and requests for information or assistance from co-workers, county employees, elected officials or other persons. Maintains a comprehensive working knowledge of new trends, advances, applicable laws/regulations and developments in technology as need to preform essential job requirements; attends workshops, conferences and training sessions as appropriate.

MINIMUM QUALIFICATIONS: An Associate Degree in Computer Science or a related field, one to five years of experience in a Systems Administration, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience with Domain Level Group policies is required. Experience with desktop imaging is required. Experience with virtual desktop implementation is required. Preference will be given to candidates with Certifications in Cisco, Microsoft, VMware, Cyber Security or other related technology.

Grade 10 - \$21.75
Full Time W/Benefits

Download application and instructions at
www.co.morgan.al.us/commission/hr/jobs/job_application.zip or apply at the Morgan County Commission Office, 5th Floor in the Morgan County Courthouse, 302 Lee St NE, Decatur, AL.

Applications accepted 9/19/2022 thru 9/23/2022.

EEO

F/M/V/D