PUBLIC NOTICE

Full-Time Assistant Systems Administrator – Washington County Information Technology (IT)

The Washington County IT Department is currently seeking applicants to fill a new permanent full-time position. This position will be responsible for maintaining and operating complex portions of Washington County's IT systems. The job encompasses several technology roles or specialties including network, server, systems, and applications administrator.

Classification:	Permanent Full-Time (Non-Exempt)
Job Description:	See attached Job Description.
Compensation:	Salary negotiable. Experience and certifications taken into consideration. Approximate range: $52,000 to $62,000
Benefits:	Standard County benefits, including paid vacation, sick leave, and holiday pay, as well as group life, health, and dental insurance.
Hours:	Flexible.

Qualifications:

Associates or Bachelor's degree and a minimum of 2 years related on-the-job experience in computer technology or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position. Experience with County government, Microsoft operating systems, Microsoft 365, Microsoft SQL and server virtualization is preferred. Applicant must pass a comprehensive background check.

Applications are available online at www.washingtoncounty.iowa.gov/jobs. To receive an application by mail, call Human Resources in the Auditor's office at 319-653-7777 or email aarmbruster@co.washington.ia.us. Application and Resume must be completed and returned by 4:00 pm on February 23, 2024.

Return to:
Amber Armbruster
Washington County HR
PO Box 889, 222 W Main St
Washington, IA 52353

Washington County is an Equal Opportunity Employer.

January 16, 2024

Name: Department: Information Technology (IT)
Title: Assistant Systems Administrator   FLSA: Non-Exempt
Date: January 22, 2024   Reports To: IT Director

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PURPOSE OF POSITION:

Under the supervision of the Board of Supervisors and IT Committee, this position is responsible for maintaining and operating complex portions of Washington County's Information Technology systems.   This position optimizes overall employee productivity through effective implementation of technology.   The job encompasses several technology roles or specialties including network, server, systems and applications administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

The following duties are typical for this position:

- Support the day-to-day technology operations of County departments and employees.
- Document support requests, completed tasks, and technology projects.
- Troubleshoot and resolve the root cause of unexpected technology failures or problems.
- Assist in the implementation and support of network systems. Requires 24x7 on-call availability for significant network issues.
- Work with software and hardware vendors to implement projects and resolve technology issues.
- Assist in the development and delivery of training for County employees to facilitate skill development and efficient use of technology.
- Assist the IT Director in significant software system purchasing decisions.
- Assist in maintaining all County IT services, network servers, switches, firewalls, and applications.
- Perform troubleshooting, determine, and implement resolutions to various hardware and software issues. Assist the IT Director with network and server installation, support, and maintenance. Perform other duties as directed by the IT Director.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Associates or Bachelor's degree and a minimum of 2 years related on-the-job experience in computer technology or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position. Experience with County government, Microsoft operating systems, Microsoft 365, Microsoft SQL and server virtualization is preferred.

MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Physical Requirements

While performing the essential functions of this job, the employee is required to sit, stand, stoop or kneel. To perform required job tasks, the employee must be able to: talk and hear; view a computer monitor for extended periods; use hands to finger, handle, or feel; and reach with hands and arms; crawl under desks or around furniture to maneuver computer equipment. Employee must be able to use basic hand tools, which may include climbing a ladder. In the course of installing equipment and cables, the employee may be required to lift and/or move objects up to 50 pounds. Will be required to work a non-traditional work schedule as projects necessitate.

Mathematical Abilities

Must be proficient in basic mathematics (addition, subtraction, division and multiplication) and able to use decimals and percentages.

Language Ability & Interpersonal Communication

Must be able to interact with a broad spectrum of people, vendors, engineering support staff, computer users, department heads, county and governmental officials in matters pertaining to scheduling projects, answering questions, explaining format and contents of reports, resolving technical operating issues. Proficient in the understanding and subsequent usage of various software programs.

Environmental Adaptability:

Work is typically performed in an office, communications closet, or server room environment, but could be at any site, facility, building or vehicle that hosts system software or hardware. Eye strain, headaches, hearing loss and stress are the main occupational hazards. Slight possibility of electrical shock working with wires and currents. Moderate exposure to back injury due to lifting requirements in the job.

_____   _____   _____   _____
Employee's Signature   Date   Department Head   Date

Washington County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.