



COUNTY OF VICTORIA

Position: Systems Administrator I

Location: Victoria County IT Department, 115 N Bridge, Victoria TX 77901

FLSA Status: Non-Exempt - Full-time

Salary: \$21.71-\$26.05 hourly

Classification: Essential

Posting Date: July 12, 2024 until filled

Reports To: IT Director

JOB SUMMARY

The Systems Administrator works in conjunction with the Senior Systems Administrator to maintain the data center operating environment in order to ensure availability, performance, reliability, security and compliance.

ESSENTIAL JOB FUNCTIONS

- Executes system administration operations as defined by the Senior System Administrator
- Provides support by troubleshooting, diagnosing, and correcting hardware, software, and server related network problems.
- Performs routine maintenance tasks for infrastructure systems such as backups, patch management and hot fixes.
- Ensures compliance with security standards by installing security software and updating virus software definitions, and reporting security issues when appropriate.
- Implements automation through the use of Group Policy and scripts such as batch and PowerShell.
- Handles support tickets escalated from Computer Technicians for server related issues.
- Assists in maintaining optimal performance of infrastructure resources and ensures continuous monitoring procedures are set according to standard procedures and requirements.
- Assists in analyzing audit trails in order to detect systematic security.
- Participates in peer knowledge sharing groups.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in Computer Science, Management Information Systems, or related field of study, and one year experience in System Administration or a closely related position.
- An Associate's degree and three (3) years progressively responsible, closely related experience may substitute for a bachelor's degree.
- MSCE and/or CCNA certifications preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of a broad range of hardware and software products
- Knowledge of Server operating systems
- Knowledge of Patch management techniques
- Knowledge of server virtualization technologies including VMWare ESX
- Knowledge of Microsoft core infrastructure, such as Exchange and Active Directory
- Knowledge of TCP/IP Networking, and storage fundamentals
- Knowledge of scripting techniques
- Knowledge of operations management tools and processes
- Skilled in performing system and software upgrades, patches, etc., by documenting steps needed and coordinating changes through a formal change management process
- Skilled in monitoring vital system statistics such as CPU utilization, disk space usage, etc., and reporting information to senior administrators and management
- Skilled in maintaining and researching technical documentation
- Skilled in creating ad-hoc reports and actions related to performance and tuning of systems
- Skilled in troubleshooting system anomalies with other technicians and members of other work teams, and utilizing subscription-based technical support as needed to resolve complex issues

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Requires a valid driver's license.

VMware certification preferred

Windows Server OS certification preferred

DEPARTMENT SPECIFIC REQUIREMENTS

- Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X

Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Victoria County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services. By signing this document, you verify that you have read and understand the duties and responsibilities enumerated herein.

If you are interested, please send application and resume to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required and can be found online under the job opportunities link or <https://www.vctx.org/page/employment> .

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901

