



Town of Warrenton System Administrator Job Advertisement

The Town of Warrenton has an opening for a multi-faceted, innovative and creative IT position. This position is a junior level IT position with the opportunity to expand your working knowledge in a dynamic and challenging environment.

The ideal candidate will:

- Have a broad base understanding of IT functions
- Experience with troubleshooting and solving problems for staff
- Flexibility to work on fundamental IT basics while researching and applying new programs and solutions
- Ability to learn quickly and apply solutions
- Confidence to try new solutions and be creative in working with antiquated systems
- Confidence to make decisions; and the ability to work and communicate with staff on several levels

This is a great opportunity to come work in an environment to apply and prove your IT skills while expanding your knowledge and training. The successful candidate will be a part of an exciting project in developing the Town's first extensive IT program.

KEY DUTIES AND RESPONSIBILITIES:

1. Experienced with the following:
 - a. WatchGuard
 - b. Cisco switches
 - c. Synology and QNap
 - d. VMWare
 - e. Dell laptops, servers, and desktops using Windows Operating Systems
 - f. Storage area networks
 - g. VOIP technologies from Mitel and Comcast
 - h. All versions of Office from 2007 to 2019
 - i. Office 365 administration
 - j. Microsoft Active Directory - managing users, groups, group policy objects, printer objects, contacts, computers,
 - k. DNS and DHCP and directory services.
 - l. Law enforcement software from CentralSquare including Mobility , SunGuard and OSSI
 - m. ESET or Webroot Virus Scan Software
 - n. Microsoft Office all versions
 - o. Microsoft Server all versions
 - p. Microsoft SQL Server

- q. HP and Lexmark Hardware
2. Requires advanced active listening, critical thinking, reading comprehension, judgment and decision making. Requires intermediate reading, writing and mathematics skills
 3. Responsible for monitoring, supporting, and resolving infrastructure trouble tickets under minimal supervision
 4. Responsible for onboarding new users
 5. Contributing role in designing, planning, implementing, and testing of Town infrastructure
 6. Contributing role in designing LAN/WAN solutions as well as planning for future capacity within budget
 7. Configure, monitor, and maintain email systems both on premise and in the cloud
 8. Configure and maintain AS400 system
 9. Performs backup and restore operations for onsite and cloud storage using NAS and Cloud Vendor
 10. Be able to work with different departments to understand their needs and resolve issues
 11. Coordinate with vendors and with town personnel to facilitate purchases

EDUCATION

Associates degree in Information Systems and related IT leadership experience or 5 + years successful related IT leadership experience with relevant certifications
Prefer A+, Net+, Security+, MCSA, Modern Desktop Administrator, CCNA, or other relevant certification.

PHYSICAL/ENVIRONMENTAL DEMANDS:

Primarily works in typical office environment

- Requires working at a computer station for extended periods of time
- Frequent lifting < 30lbs
- Infrequent lifting > 30 lbs. to maximum of 50 lbs.
- Infrequent standing and/or climbing, occasionally requiring awkward body positioning
- Slight travel required
- Must be able to rotate an on-call schedule

Special Requirements

Ability to pass criminal background investigation. Possession of appropriate Virginia Drivers License.

To Apply

http://www.warrentonva.gov/government/departments/human_resources/employment.php