

Systems Administrator

Work on a small team with a great pool of knowledge and ability. Handle both solo and collaborative projects, with plenty of help available. Between coworkers and our consulting budget we'll provide the resources needed for success.

Work with a wide variety of servers, end user roles, and networking & telephony infrastructure. Our users will express their genuine appreciation for your help. Experience with administration, command line, virtualization, scripting/programming, automation, DNS, subnetting, etc is helpful. Fast learners with good retention are ideal for this role; we'll help you fill in any gaps.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the configuration of servers and network components. Troubleshooting problems and failures. Providing knowledge support for IT personnel as well as staff from other departments. Installing equipment and performing updates.

- Configures servers and virtual machines;
- Configures network equipment such as switches and routers;
- Packages software for use with deployment systems;
- Adds, modifies, and removes rules in systems such as Antivirus and VPN;
- Completes tasks in Active Directory;
- Aids in administering backup system;
- Aids in website administration;
- Aids in administering network monitoring system;
- Develops and documents installation procedures for basic tasks;
- Creates how-to documentation for both IT and end users;
- Independently troubleshoots complex problems with computer performance or network routing;
- Coordinates with vendors;
- Handles support requests;
- Takes part in an on-call rotation;

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of computer and server software and hardware; a strong understanding of what makes computers and networks operate; ability to analyze complex IT systems; ability to express ideas effectively orally and in writing; ability to establish and maintain effective working relationships with other departments; effective time management; ability to work well in a small team.

- Windows Server
- Active Directory
- Networking: Subnetting, Routing, VLANs, DNS
- SNMP
- Virtualization: Hyper-V / VMWare / etc
- Command lines and syntax: Windows, Linux, Network hardware
- Permissions management
- Scripting: PowerShell, Batch, Bash, etc

TO APPLY: To be considered for this position, you must submit a completed Mecklenburg County application, which may be obtained directly at: <https://www.mecklenburgva.com/DocumentCenter/View/379/2022-Mecklenburg-County-Employment-Application-PDF>, or from the County Administrator's Office by calling (434) 738-6191, or by email at jenny.whitemore@mecklenburgva.com

The application and any other information you wish to submit must be received electronically, or at the address below, by 4:00 p.m. on September 16, 2022.

procurement@mecklenburgva.com

Mecklenburg County Administrator's Office

RE: Systems Administrator

P.O. Box 307

Boydton, VA 23917

Mecklenburg County is an equal opportunity employer.