

Madison County, Virginia  
Application Instructions for System Administrator I  
March 26, 2025

Madison County is accepting applications for the position of System Administrator I. Information on Madison County, the position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. Applications will be received until position is filled. EOE

*Following is supplementary information on the position and application instructions for all interested individuals:*

Full-time employees are eligible for VRS Retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County website. Part-time positions are not eligible for these benefits. The hiring rate will depend upon the qualifications of the individual selected but is anticipated to be in the \$47,066.00 - \$57,938.00/yr. range.

Applicants are to complete a Madison County employment application form and return it to Human Resources Manager, Tillie Strothers, P.O. Box 705; Madison, VA 22727 or to [tstrothers@madisonco.virginia.gov](mailto:tstrothers@madisonco.virginia.gov) or apply online. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applications must be able to pass a drug screening and criminal background investigation.



## System Administrator I

Department:	Location:	Job Type:	FLSA Status:	Pay Grade:
Information Technology	410 N. Main St.	Full-Time	Non-Exempt	14

### **General Definition of Work:**

Under necessary supervision, this intermediate-level systems administrator I position will help manage the county's physical / virtual servers, endpoints, applications, cloud services and network environment. Work is performed under the limited supervision of the Information Technology Director.

### **Qualification Requirements:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### **Essential Functions:**

- Installs, configures, maintain, and troubleshoots Windows and Linux Servers
- Installs, configures, maintain, and troubleshoots VMware vSphere hosts and virtual machines
- Manages the Mitel Phone System to include user administration and troubleshooting problems
- Administers and monitors the UniTrends backup appliance. Works with current IT staff to set up and run backup jobs to include VM servers, SQL Databases and user files. Performs file, database and server restorations as needed in a timely manner.
- Isolate and resolve LAN connectivity and performance problems
- Work with the Information Technology Director to organize and maintain network, desktop hardware, software, etc. and IT asset inventory and replacement/refresh plans.
- Administers the O365 environment to include Microsoft Entra, Purview, Exchange, Defender, Intune, Security, SharePoint, and Teams and all other O365 administrative tasks as required.
- Administers the ERP environment to include providing both back and front-end support for the Tyler-Munis and Laserfische systems
- Administers the Active Directory environment to include workstation administration, user security settings, and group policies
- Coordinates, recommends, and facilitates hardware/software procurement to include desktops, applications, peripherals, servers and networking devices.
- Coordinates the development, implementation of and follow-through on technology projects in support of departmental projects as assigned by management.
- Other duties as necessary to meet the IT Department's goals and priorities

### **Knowledge, Skills and Abilities:**

Knowledge of the principles, methods, and techniques used in system administration and support; knowledge of relevant network hardware and software; excellent technical, customer service, and

organizational skills to support county-wide operations for staff and citizen connections to public resources; willingness and ability to learn new skills and apply them as needed; ability to effectively communicate issues and resolutions to all levels of the organization; ability to maintain confidentiality with sensitive customer and internal information; strong technical aptitude and ability to research & solve complex issues independently; knowledge of project management and documentation skills; ability to successfully coordinate activities with employees in other departments and teams; ability to establish and maintain effective working relationships with associates.

**Education and Experience:**

High school diploma or GED, experience with trouble ticket tracking software solutions or equivalent combination of education and experience.

**Physical Requirements:**

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 35 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires sitting, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is regularly exposed to the risk of electrical shock and occasionally requires working near moving mechanical parts, exposed to extreme cold (non-weather), exposed to extreme heat (non-weather) and exposed to vibration; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

**Special Requirements:**

- Windows Server 2016 certifications or equivalent experience
- Possession of CompTIA A+ certification preferred or equivalent experience
- Acquire and maintain the relevant CJIS certification(s) to work on machines for Law Enforcement
- Valid driver's license in the Commonwealth of Virginia.
- Successful completion of criminal background check