

Hanover County Government

Assessor's Office

Systems Administrator (CD)

Salary: \$58,295.00 - \$113,554.00

To apply, please visit www.hanovercountyjobs.com

We are seeking a dedicated and detail-oriented professional to join our team! The successful incumbent will be responsible for managing the Computer Assisted Mass Appraisal (CAMA) system and supports, managing the business applications used by the Assessor's Office personnel, and assist with other county departments with data support.

General Description: This is a professional position. The incumbent supports and manages business applications used by Department personnel and assist Departments with general technology support and enhancements.

Organization: The System Administrator position is part of Hanover County's Career Development Program (CD). The Systems Administrator Ladder has four (4) levels: Systems Administrator I, II, III and Senior. Incumbents normally report to a Supervisor level position.

Essential Functions:

- Able to articulate, analyze, and document Department technology issues and needs.
- Develops and manages Department application documentation, training, testing, technical requirements, and business processes/procedures.
- Serves as Department liaison with Department of Information Technology.
- Familiar with applying technology concepts such as change control, application security, data management and retention, and project management.
- Provide Level 1 support to end users, including basic trouble-shooting software and hardware issues.
- Adept at communicating and working with customers, vendors, and management.
- Able to support Department business application.
- Able to work with customers to define reporting requirements and develop reports.
- Performs other duties as assigned.

Working Conditions:

- A. Hazards: None Known
- B. Environment: Office
Warehouse (General Registrar Only)
- C. Physical Effort: Minimal
Moderate (General Registrar Only)
- D. Exempt

Knowledge, Skills and Abilities: Strong customer service orientation. General knowledge of information technology, including computers and software applications. Excellent analytical ability, creative problem-solving, and trouble-shooting skills. Excellent oral and written communications skills. Ability to work independently and use independent judgment. Able to prioritize multiple tasks and assignment. Adept at working in a team-oriented, collaborative environment.

Education, Experience and Training: Bachelor's degree in information systems, computer science, or related field with some technology experience required **OR** any equivalent combination of education, experience and/or training sufficient to demonstrate the required knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period

- May be required to work beyond normal work schedule
- CPS (Child Protective Services) Check – DSS, CSB, Community Resources and Court Services Only
- Mandatory Participant in the Citizen Emergency Response On-call Plan (DSS ONLY)