



## POSITION DESCRIPTION

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<b>Position Title:</b>	<b>Systems Administrator</b>	<b>Department:</b>	<b>Information Technology</b>
<b>Pay Grade:</b>	<b>13</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Date:</b>	<b>March 2022</b>	<b>Reports To:</b>	<b>IT Director</b>

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### **PURPOSE OF JOB:**

The Systems Administrator provides technology support to employees/users and general support for the IT department.

### **SCOPE OF JOB:**

The IT Systems Administrator installs, configures and performs routine maintenance to systems software, hardware and related applications systems, responds to basic and complex technical and workstation support requests and monitors computer systems availability, performance, and security.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state, and local laws and the accepted standards and practices of public administration.**

The Systems Administrator carries out specific duties associated with the position.

#### **Perform system maintenance:**

- Perform routine maintenance of hardware and software
- Troubleshoot basic hardware and software problems
- Monitor systems using trend analysis and capacity planning
- Establish and monitor critical check points and thresholds
- Research and resolve performance, capacity and other server related issues
- Analyze and resolve Windows and i-Series server hardware operating systems and applications software issues
- Manage MS Active Directory and corporate email environment
- Maintain server parts inventory and install and maintain server software

#### **Provide system administration, maintenance and user support:**

- Create, monitor, modify and maintain user accounts
- Implement systems use policies
- Monitor resource use (internal memory and disk space)
- Participate in the coordination of systems activities and communications
- Participate in systems planning, design and development and systems hardware and software projects
- Administer Windows and iSeries server host systems and interfaces
- Develop criteria for management exception reporting
- Install, configure and maintain Windows, Linux and Hypervisor virtual operating systems
- Install, configure and maintain OS/400 and i5OS operating systems and upgrades
- Oversee hardware procurement, asset tracking, management and disposal of all servers
- Conduct annual inventory

**Provide business continuity support:**

- Monitor availability, performance and security of computer systems software (operating and network systems and utilities, servers and other hardware and related application systems)
- Assist in data backup, disaster recovery and response to security breaches, service interruptions, and other critical situations
- Perform scheduled backups
- Maintain High Availability system used within the environment
- Maintain server security
- Provide patch management for servers
- Maintain server support standards, guidelines and procedures for software and hardware.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Associate degree in Information Technology or related field and six (6) years of progressively responsible system administration and/or programming experience including systems analysis, planning and development; OR, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. A valid driver's license is required.

**KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

- Knowledge of current computer operating system programming languages and technologies
- Knowledge of computer systems administration or programming theory, principles and practices
- Knowledge of current software and hardware technologies
- Skill in installing, configuring and maintaining computer hardware, operating and application systems and utilities
- Skill in providing technical information and support to technical and non-technical users
- Working knowledge of MS Windows Server Operating Systems, Active Directory, Exchange
- Knowledge of networks, protocols and computer systems
- Understanding of data storage and archiving
- Hands on experience with file, print, web hosting server services
- Understanding of Microsoft licensing model
- Strong HP server technical aptitude
- Strong knowledge of networks protocols and computer systems
- Server architecture design ability
- Working experience with data storage and archiving
- Strong experience with VMWare virtual server environment
- Good troubleshooting and analysis skills
- Promote a diverse, culturally competent, and respectful workplace
- Familiarity with Cisco products (switches, firewalls, voip phones)

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:**

Physical demand requirements are a variable blend of sedentary or office environment work and moderate physical exertion. The Systems Administrator must be able to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and lifting (up to 50 pounds unassisted), carrying, pushing and pulling personal computer components and peripheral equipment of moderate weight. The Systems Administrator must be physically able to operate a variety of automated office machines and maintenance equipment including, but not limited to: phone, computer, printer/copier/scanner, calculator, facsimile machine. The Systems

Administrator must be able to move or carry job-related objects or materials and be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc. Occupational exposure may include, but is not limited to: moderate noise, dust, dirt, and electricity (i.e. installing and maintaining monitors and computers in user workstation area). There is intermittent exposure to driving in inclement weather.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE  
SYSTEMS ADMINISTRATOR**

**EVALUATION**

1. Performance evaluation at 30 days.
2. Performance evaluation by the end of the probationary period.
3. Performance annually and pay evaluation prior to each step increase.

**PAY STEPS (Level 13 Pay Range)**

Beginning pay . . . . .	.\$61,568.00/Annual
After 12 more months . . . . .	.\$63,585.60/Annual
After 12 more months . . . . .	.\$65,582.40/Annual
After 12 more months . . . . .	.\$67,579.20/Annual
After 12 more months . . . . .	.\$69,576.00/Annual
After 12 more months . . . . .	.\$71,572.80/Annual
After 12 more months . . . . .	.\$73,569.60/Annual
After 12 more months . . . . .	.\$75,566.40/Annual
After 12 more months . . . . .	.\$77,584.00/Annual

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

**PROBATION**

The probationary period is 6 months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

**ANNUAL LEAVE (A/L)**

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Exempt	
	Annual Accrual	Bi-Weekly Accrual
0 – 2 years	160 hrs	6.154 hours
3 - 5 years	168 hrs	6.462 hours
6 - 10 years	192 hrs	7.385 hours
11 - 15 years	224 hrs	8.616 hours
16 - 20 years	256 hrs	9.847 hours
21 or more years	288 hrs	11.077 hours

**HOLIDAYS**

**There are 10 paid holidays per year:**

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

**PENSION**

Public Employee's Retirement Association:

6.50% of the employee's gross income; 7.50% County Contribution

Social Security:

7.65% of the employee's gross income; 7.65% County match

**2023 INSURANCE** Core Benefits include:

- < **Health insurance** is offered through Public Employees Insurance Program referred to as PEIP. Employees can choose from three networks and three benefit plans.
- < **Dental Insurance** pays 100% of Diagnostic and Preventive costs and 80% of Basic Services with a \$50 deductible with a maximum annual benefit of \$1,000.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

**Employees can waive the core benefits but the county contribution is then forfeited. Individual selection is permitted at employee expense.**

**2023 employee coverage cost: 24 pay periods**

(Rates include single dental and life insurance)

<b>HEALTH INSURANCE</b>	<b><u>Individual</u></b>	<b><u>Single + Spouse</u></b> <i>(Rates include individual)</i>	<b><u>Single + Children</u></b> <i>(Rates include individual)</i>	<b><u>Family</u></b> <i>(Rates include individual)</i>
<b>Advantage Plan – VEBA</b>	\$156.07	\$630.57	\$540.07	\$679.71
<b>Value Plan – VEBA</b>	\$96.78	\$488.25	\$415.58	\$521.18
<b>HSA Compatible Plan – VEBA or HSA</b>	\$0.00	\$207.48	\$169.94	\$208.43

- Notes:**
1. The above table reflects the employee cost based on **24 pay periods** after the county contribution has been applied.
  2. The county contribution includes a monthly contribution to the VEBA or HSA account of \$200.00 for Single coverage or Single+Spouse or \$315.50 for Family or Single+Children coverage.
  3. Part-time benefits are pro-rated
  4. Employees may waive Health, Dental & Life Insurance
  5. If the core benefits are waived the county contribution is forfeited.
  6. Family Dental is available for \$47.29/24 pay periods.
  7. New employees are eligible for insurance on the 1st of the month following the month of employment.

**OTHER BENEFITS:**

- Voluntary Vision, Term Life, Long Term Disability, Short Term Disability, Accident, Critical Illness and Hospitalization group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.