

Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097



Payroll/Retirement Department
Office: (432) 498-4026
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**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**SYSTEMS ADMINISTRATOR
ECTOR COUNTY INFORMATION TECHNOLOGY DEPARTMENT**

The Systems Administrator is to manage and tune in-house computer software systems and network connections to ensure high levels of availability and security of the supported business applications, and to ensure the stability and integrity of in house voice, data, video, and wireless network services. The Systems Administrator will also participate with the planning, design, installation, monitoring, maintenance, support, and optimization of all network hardware, software, and communication links, also analyze and resolve network hardware and software problems in a timely and accurate fashion.

PRIMARY DUTIES: Participate in and support capacity planning and the development of long-term strategic goals for systems and software, create and maintain documentation as it relates to network configuration, network mapping, processes, and service records, coordinate with the Customer Service Group to implement desktop and server systems that utilize industry best practices to meet County objectives. Complete job description is available in the Human Resources Department.

MINIMUM QUALIFICATIONS: High School or GED certification; some college coursework preferred; exceptional knowledge of desktop computer hardware and software, operating systems and knowledge of a range of diagnostic utilities, including Service Desk, required certification: MCTS for Windows Server 2008 Network Infrastructure Configuration; Windows Server 2008 Active Directory Configuration, optional certifications: VM Ware Certification, CCNA and must have a valid Texas driver's license with an insurable driving record.

SALARY: DOE (Depending on experience) with benefits, workdays & hours: Monday-Friday, 7:30am—5:00pm and on-call with occasional weekends

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources Department at the Ector County Annex Building, 1010 E. Eighth, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

06/14/18

Job #614