

Job Title: System Administrator

Dates for Accepting Resumes: January 25, 2012 – February 13, 2012

Remit Resumes to: Henderson County Treasurer
125 Prairieville St. Room 204
Athens, TX 75751
bhouston@co.henderson.tx.us

Education/Experience:

System Administrator applicants should have a 4 year degree in Computer Science, Management Information Systems (MIS) or equivalent experience. Knowledge of business functions is also important, as is the ability to communicate with other employees in the County in both technical and non-technical roles. System Administrator applicants should also possess knowledge of project management.

Applicants should be well versed in:

Microsoft Exchange
Microsoft ISA/WSUS or Forefront
VMware
Active Directory
Antivirus
Email Filters
VLAN's
Cisco Layer 2 and Layer 3 Switches
Firewalls

Essential Duties:

Reports to IT Manager for all tasks and projects.
Assist in the organization and inventory of all hardware and software resources.
Perform on-site and remote technical support.
Creates and maintains good technical documentation.
Develops, maintains, and monitors procedures for all server backups.
Monitors, plans, and coordinates the distribution of client/server software and service packs.
Makes recommendations for new equipment and services to purchase.
Provides emergency on-call support.
Performs other duties as assigned.