



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	System Admin I	<u>Effective Date:</u>	May 2025
<u>Department:</u>	IT	<u>Salary Range:</u>	\$22 – \$26/hr
<u>Accountable to:</u>	Assistant IT Director	<u>Status:</u>	Non-Exempt

Primary Objectives

The Systems Administrator I works in conjunction with the Systems Administrator II (Senior Systems Administrator) to maintain the data center and PC operating environment in order to ensure availability, performance, reliability, security and compliance.

Supervision Received

Work is performed under the supervision of Assistant IT Director.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

- Executes system administration operations as defined by the Systems Administrator II (Senior Systems Administrator)
- Provides support by troubleshooting, diagnosing, and correcting hardware, software, and server related problems.
- Performs routine maintenance tasks for infrastructure systems such as backups, patch management and hot fixes.
- Ensures compliance with security standards by installing security and maintaining security software, and reporting security issues when appropriate.
- Implements automation through the use of Group Policy and scripts such as batch and PowerShell.
- Handles support tickets escalated from Computer Technicians for server related issues.
- Assists in maintaining optimal performance of infrastructure resources and ensures continuous monitoring procedures are set according to standard procedures and requirements.
- Assists in analyzing audit trails in order to detect systematic security.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of a broad range of hardware and software products
- Knowledge of Server operating systems
- Knowledge of Patch management techniques
- Knowledge of server virtualization technologies
- Knowledge of Microsoft core infrastructure, such as Exchange and Active Directory
- Knowledge of TCP/IP Networking, and storage fundamentals
- Knowledge of PowerShell and scripting techniques
- Knowledge of operations management tools and processes
- Skilled in performing system and software upgrades, patches, etc.
- Skilled in monitoring vital system statistics such as CPU utilization, disk space usage, etc., and reporting information to senior administrators and management
- Skilled in maintaining and researching technical documentation
- Skilled in creating ad-hoc reports and actions related to performance and tuning of systems
- Skilled in troubleshooting system anomalies with other technicians and users utilizing technical support as needed to resolve complex issues

MINIMUM QUALIFICATIONS

- Bachelor's degree in Computer Science, Management Information Systems, or related field of study, and one year experience in System Administration or a closely related position.
- An Associate's degree and three (3) years progressively responsible, closely related experience may substitute for a bachelor's degree.
- MSCE and/or CCNA certifications preferred.
- Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for most periods of time.
- This is medium work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Occasionally
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.