



Salt Lake County Job Description

Jr. Server Administrator

DEPARTMENT: Administrative Services

DIVISION: Information Services/6050

JOB CODE: 616 **GRADE(S):** 16

FLSA STATUS: Exempt

SALARY PLAN: TRD

EFFECTIVE DATE: 12/06/2016

SAFETY SENSITIVE: No

JOB SUMMARY

Works on Salt Lake County's Information Technology server infrastructure and third party applications hosted locally and in the cloud.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Information Technology or other closely related field, plus one(1) year of related experience; OR five (5) years of closely related experience; OR an equivalent combination of related education and experience.

One (or more) of the following certifications preferred: ITIL, VMware Certification, Cisco Data Center Certification, SNIA Certification, CommVault Certification, Microsoft Certification (MTA, MCSA, MCSE, etc.) or similar professional certification.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Builds, configures, and maintains servers in the Salt Lake County Information Services enterprise server farm, including development, test, and production environments.
- Ensures timely and effective delivery of new configurations, hardware, and software upgrades.
- Stays current with server technologies and best practices; identifies and documents process improvement opportunities to optimize servers.
- Ensures technical requirements, project plans, and change control procedures are met.
- Contributes to after-action-reviews and addresses and resolves findings.
- Maintains access privileges and file version consistency across all servers and server environments.
- Maintains consistent storage, backup, and disaster recovery procedures.
- Functions as tier 1 technical liaison between agencies, end users, and project managers.
- Supports enterprise and third-party applications.
- Maintains virtual infrastructure environment.
- Maintains compliance with security and software patches and updates.
- Maintains compliance with established IT standards, policies, and best practices.

- Resolves problems and works with other teams to ensure 24x7 missions-critical server availability, reliability and performance.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Experience and Knowledge:

- Administration and support of 400+ servers on multiple platforms, operating systems, onsite and in cloud within a large diverse enterprise environment.
- Windows and Linux server OS.
- Microsoft Exchange and SharePoint technologies.
- Support enterprise storage systems.
- Support server virtualization, data center virtualization, and converged infrastructure.
- Elementary understanding of Public/Government cloud technologies and infrastructure.
- Support Active Directory and identity management services.
- Contribute to projects and teams through technical implementations.

Skills and Abilities to:

- Communicate effectively, both verbally and in writing
- Think logically and systematically; solve complex problems; effectively apply general principles to specific conditions
- Facilitate projects and meetings as assigned, comfortable working with all levels of the organization
- Analyze business and technical processes and determine ways of making them more efficient
- Remain calm under stress and quickly adjust, evolve and multi-task between several competing priorities at once
- Maintain confidentiality and professionalism

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised: 12/02/2016/HA