

TUSCARAWAS COUNTY INFORMATION TECHNOLOGY DEPARTMENT

125 East High Avenue
New Philadelphia, Ohio 44663

SYSTEMS ADMINISTRATOR

An employee of the Tuscarawas County Automatic Data Processing (ADP) Board and under the management of the County Auditor as Secretary of the Board; under the direct supervision of the Director of Technology. Responsible for performing a variety of duties associated with maintaining the operations of the Tuscarawas County IT Department.

JOB RESPONSIBILITY:

- Setup, configure and administer servers and their components; network components such as switches, routers and servers
- Install and/or troubleshoot computers, printers and software
- Assist users with hardware and software
- Maintain server backups daily, maintaining proper tape rotation

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES:

- Active Directory, Windows server administration experience
- Network security, DNS, Network and TCP/IP network design, implementation and support experience
- Computer software & hardware use, support and installation
- Ability to work well unsupervised, making necessary decisions and taking proper actions to correct problems
- Ability to maintain accurate records, reports, and documentation
- Ability to handle sensitive information and maintain confidentiality of records

EXPERIENCE DESIRED

- Microsoft or Cisco training or certifications a plus

QUALIFICATIONS FOR EMPLOYMENT:

Any combination of training, class work and work experience, which indicates possession of the skills, knowledge and abilities listed above. **APPLICANT MUST SUCCESSFULLY COMPLETE A BACKGROUND CHECK AND MAINTAIN A PROPER AND VALID DRIVER'S LICENSE.** Regular and punctual attendance is a requirement.

COMPENSATION AND WORK AGREEMENT:

This position is full time and as such this employee is entitled to all the fringe benefits bestowed upon a full time employee of Tuscarawas County, including but not limited to health insurance, optical insurance, vacation leave, sick leave, and paid holidays.

The work schedule for this position is varied hours Monday through Friday with **24X7 on call hours.**

Salary is commensurate with experience. Salary range: \$36,300-\$42,500. Resume, salary requirement and references should be faxed, emailed or sent to the contact name.

Position is posted until filled.

CONTACT NAME:

CONTACT NUMBER:

FAX NUMBER:

EMAIL:

ADDRESS:

APRIL BEACHY

(330) 365-3237

(330) 365-3375

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