CITRUS COUNTY MOSQUITO CONTROL DISTRICT

IT Systems Administrator

$28.66 - $44.86 Hourly / $59,612.80 - $93,308.80 Yearly

DISTINGUISHING FEATURES

Employees in this class perform duties of strong difficulty requiring a strong ability to self-teach, self-motivate with independent judgment under general supervision. We are looking for a natural problem solver that loves to learn and understand concepts.

MAJOR DUTIES

Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all the activities described below.

- Operate, maintain and supervise the operation of computers, servers and peripheral equipment.
- Setup, deploy, maintain and upgrade virtual servers including Windows Servers and Linux Servers.
- Setup, deploy, maintain and upgrade server services including Exchange Server, SQL Server, GIS Server, VOIP, DNS, DHCP, CCTV and Financial server software.
- Deploy and maintain surveillance cameras.
- Maintain and monitor server room equipment including all cabling, punch-down patch panels and battery backups.
- Configure and maintain routers, firewalls, network switches, V-LANs, VOIP phones, WiFi and other network equipment.
- Monitors sophisticated data communications systems. Investigates and troubleshoots operational difficulties to determine if problems exist in communications lines, hardware or software; resolves operational problems in remote and in-house computers and communications hardware.
- Serves as liaison with equipment vendors for the proper installation, operation, and maintenance of systems.
- Assists in evaluating ongoing systems and new technological changes; provides advice to management
- Reviews existing programs to make refinements, reduce operation times and improve techniques.
- Configures off-the-shelf software packages as needed to meet user's needs.
- Maintain in-house C# software used for vector mosquito control.
- Provides remote and local technical assistance to computer staff and users (~25 users).
- Provides training to new operations staff and keeps all personnel updated on new or changing department requirements and procedures.
- Ensures that proper security procedures are followed.
- May lift and carry computers, servers and cases of paper
- Calibrates aerial and ground spray applications systems to maintain proper and safe operation.
- May apply pesticides during times of increased arthropod activity.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

- Working knowledge of standard computer equipment and operations.
- Working knowledge of the principles and techniques of simple computer programming and systems analysis.
- Working knowledge of hardware and software processing capabilities, procedures and limits
- Working knowledge of standard communication systems and the interrelationship of these systems with other computer equipment.
- Working knowledge of standard office policies, practices and procedures.
- Ability to diagnose hardware and communications system problems and take effective actions to resolve them.
- Ability to interpret user problems
- Ability and willingness to learn and adapt to new computer technologies and/or equipment
- Ability to use common office software
- Ability to develop operations and procedural schedules
- Ability to follow established procedures
- Ability to communicate effectively both orally and in writing with employees and superiors.
- Ability and willingness to work
- Ability to lift and carry cases of paper up to 60 pounds in weight
- Ability to operate a standard motor vehicle safely.

RECOMMENDED MINIMUM QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Three years of experience in computer technologies
- Strong ability to self-teach and self-motivate

APPOINTING AUTHORITY REQUIRES

Possession of a valid Driver License. Must be able to pass the F.D.A.C.S. Public Health Pesticide Exam and acquire the license within the probationary period.

Citrus County Mosquito Control District is a drug free workplace and will require a pre-employment drug screening.