LAKE OF THE WOODS COUNTY
POSITION DESCRIPTION

DATE:

JOB TITLE: Systems Administrator

DEPARTMENT: Information Technology

JOB GRADE:

FLSA: Non-Exempt / Non Union

REPORTS TO: Information Technology Director

SUPERVISES: N/A

GENERAL DUTIES:
- Responsible for the design, installation, administration, maintenance, and optimization of county servers and network storage. Ensure client/server application availability and oversee data center security and integrity. Provide technical support for enterprise technologies and manage county telecommunications systems.

MINIMUM QUALIFICATIONS:
- Bachelor's degree in computer science or a related field is preferred; however, a combination of relevant technical certifications, demonstrable experience, and a strong aptitude for learning will also be considered.
- Proficient communicator capable in bridging communication between stakeholders and IT.
- Demonstrated ability to approach challenges logically, learn quickly, and contribute to problem-solving efforts, both independently and as part of a team.
- Working knowledge of personal computers, servers, and Microsoft suite of operating systems and applications.
- CJIS certification or ability to become certified by the State of Minnesota.
- Valid Minnesota driver's license required.

We believe that diverse experiences and backgrounds contribute to a stronger team. If you are passionate about technology and believe you have the potential to grow into this role, we encourage you to apply

PREFERRED QUALIFICATIONS:
- Technical knowledge of information systems functions, security policies and procedures.
- Understanding of secure operating systems, databases, web, and application servers.
- Experience with network infrastructure components such as routers, switches (Cisco preferred), and firewalls, including basic configuration and troubleshooting.

- Familiarity with Minnesota County structure and operations

ESSENTIAL FUNCTIONS:
- Administer LAN and WAN, including routers, firewalls, switches, wireless controllers, access points, VPN, and cable infrastructure.
- Monitor and support county electronic security and troubleshoot connectivity issues.
- Manage and maintain virtual and physical server environments, including server roles and applications.
- Perform "Help Desk" duties and provide user support and training.
- Support and maintain technology functions of the Sheriff's Office, Dispatch Center, and Jail Facility.

SUPERVISORY RESPONSIBILITIES:

- The duties and responsibilities of this position are performed under the general supervision of the IT Director. This person may fulfill some of the responsibilities of IT Director in his/her absence.

WORKING CONDITIONS AND ENVIRONMENT:
- The position operates in an office environment, necessitating extended periods of sitting. There may be occasional lifting requirements of up to 40 pounds. Some travel is required, as well as occasional evenings, weekends, and holiday hours.

SAFETY DUTIES:
- Cooperate with the County's Safety Program and adhere to OSHA regulations, County policies, and departmental safety rules.
- Attend all required safety training sessions.