



# Systems Administrator

<b>Salary:</b>	\$61,638 - \$80,000 (DOQ)	<b>Opening Date:</b>	8/3/2021
<b>Status:</b>	Full-time	<b>Closing Date:</b>	Open until filled. Department will begin reviewing applications as they come in. Position may be closed at any time after this position has been filled.
<b>Work Hours:</b>	Typically M-TH 8am-6pm/F 8am-12pm (hours may vary)	<b>Department:</b>	Administrative Services
<b>Work Location:</b>	South Jordan City Hall	<b>Supervisor:</b>	Director of Information Technology

**Special Notes:**

*Candidates that have a minimum of 60 credit hours towards a bachelor degree may be considered if the candidate can commit to completing the degree within an agreed amount of time. The underfill pay will be 5% less than the starting wage and increased after the degree is earned. Please review the job description for a complete list of essential job functions.*

GENERAL PURPOSE

Perform a variety of system administrative, operational, and technical duties related to organizing and implementing the city-wide information technology systems. Ensure safety and security of sensitive city data. Ensure the appropriate usage of information systems among employees by enforcing standards, policies and procedures. Assist in providing technical knowledge to junior staff members.

MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Bachelor's Degree from a regionally accredited college or university with major course work in in computer science, information management, or a related field; or have 60 credit hours minimum
- AND
- B. Four (4) to five (5) years of related work experience
2. Special Qualifications:
  - Valid Utah Class D Driver License
  - Experience with Munis & CityView software preferred
  - Cyber Security preferred

KNOWLEDGE, SKILLS AND ABILITIES

Advanced principles and operating procedures of computer systems and related equipment; personal computer hardware and software products, Must be experienced with common Microsoft Office Applications. Proven trouble-shooting techniques; Must have technical experience with local area networks (LAN) and wide area networks (WAN); Must understand network protocol & communication concepts; Must be familiar with data back-up and security concepts; Should understand common printing technologies; Should be familiar with voice communications systems such as Inter-Tel switches. Must be familiar with the setup and configuration of Cisco routers and firewalls. Must be experienced working with Windows Active Directory. Knowledge of the following is preferred: MS SQL, VMware, MCSE (Microsoft Certified System Engineer), Microsoft Windows Servers.

Must display effective oral / written communication skills; Must possess strong problem solving skills; Must display leadership and organizational skills; Must be able to multi-task and manage time effectively under minimal supervision; Must be self-motivated; Should be able to recognize work-flow inefficiencies, recommend, and be able to plan and implement effective solutions; Should be supportive of team goals and be able to work in a team environment.


Ability to work quickly and accurately under time pressures to meet deadlines; Ability to develop and maintain effective work relationships with elected officials, professionals, and fellow employees.

## BENEFITS

- Health benefits including medical, dental, vision, and term life insurance
- Accrued vacation and sick leave
- 401(k) or 457 retirement match
- Pension through Utah Retirement Systems
- Twelve paid Holidays
- Tuition Reimbursement

**NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at <https://selfservice.southjordanutah.gov/ess/employmentopportunities/default.aspx>** A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

*It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability*



# South Jordan City

## Job Description

**Title:** Systems Administrator  
**Org:** 100310  
**Pay Grade:** 19

**Effective Date:** 10/15/20  
**FLSA:** Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

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### SUPERVISOR

Chief Technology Director

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Coordinate with Information Technology staff for other government agencies, and VECC.

Ensure compatibility of new technology with existing technologies.

Ensure proper software licensing documentation of standardized city-owned software.

Oversee major maintenance scheduling.

Maintain an accurate asset inventory evaluation of information systems / communication-related equipment.

Oversee deployment of city-owned software for optimum maintainability.

Provide regular project and task status updates and advises appropriate departments and individuals of potential problems or delays.

Research and attend periodic technical training to maintain knowledge of technological advances.

Research and propos major and minor system upgrades to maintain compatibility with technological advances.

Responsible for enterprise applications database and hardware operations as assigned.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

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  - AND
  - B. Four (4) to five (5) years of related work experience

- 2. Special Qualifications:  
  
Valid Utah Class D Driver License  
Experience with Munis & CityView software preferred

- 3. Knowledge, Skills and Abilities:  
  
Advanced principles and operating procedures of computer systems and related equipment; personal computer hardware and software products, Must be experienced with common Microsoft Office Applications. Proven trouble-shooting techniques; Must have technical experience with local area networks (LAN) and wide area networks (WAN); Must understand network protocol & communication concepts; Must be familiar with data back-up and security concepts; Should understand common printing technologies; Should be familiar with voice communications systems such as Inter-Tel switches. Must be familiar with the setup and configuration of Cisco routers and firewalls. Must be experienced working with Windows Active Directory. Knowledge of the following is preferred: MS SQL, VMware, MCSE (Microsoft Certified System Engineer), Microsoft Windows Servers.

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- 4. Working Conditions:  
  
Incumbent of the position provides information technology service to five City facilities. Tasks require a variety of physical activities, involving limited muscular strain, such as lifting & transporting small electronic equipment, stopping, crawling, sitting, reaching, twisting, talking, hearing and seeing. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and guided problem solving. Frequent local travel may be required.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Exempt</b>	<b>EEO-4 Class:</b>	<b>Professional</b>
<b>Location:</b>	<b>Information Services</b>	<b>EEOP Class:</b>	<b>Professional</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>911</b>