



UNCLASSIFIED JOB ANNOUNCEMENT

Posted March 9, 2015

Systems Administrator, Department of Tourism and Cultural Affairs

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is located in Carson City, with travel to locations across Nevada.

AGENCY RESPONSIBILITIES:

The Nevada Department of Tourism and Cultural Affairs consists of the Division of Tourism, the Division of Museums and History, the Nevada Arts Council and the Nevada Indian Commission. The department has administrative offices in Carson City and Las Vegas, as well as state museum locations in Carson City, Reno, Ely, Las Vegas, Overton and Boulder City. This position, along with its two direct reports, will manage the IT needs of all locations.

APPROXIMATE ANNUAL SALARY:

Up to \$65,172 maximum annual salary plus benefits * (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

Reports to: Director of the Department of Tourism and Cultural Affairs

Supervises: IT Technician 3, IT Technician I (based in Southern Nevada – proposed)

GENERAL DESCRIPTION: This position oversees the IT needs for the Nevada Department of Tourism & Cultural Affairs. The incumbent performs a number of technical duties:

- Manages the IT needs for the Department of Tourism and Cultural Affairs including: The Division of Tourism, the Division of Museums and History (seven statewide museums), the Nevada Arts Council and the Nevada Indian Commission
- Acts as the key liaison with the Enterprise IT Services (EITS) state agency to ensure cohesion between the Department and EITS and all IT programming.
- Installs, configures, monitors, and maintains the network and associated software and hardware
- Monitors and maintains agency help desk user support
- Interacts with users to identify and resolve problems and malfunctions
- Researches hardware and software components for procurement according to agency policies and procedures

- Evaluates products in terms of agency needs, makes purchase recommendations to management
- Prepares purchase orders for equipment/software as assigned
- Oversees introductory/ongoing training to workstation users
- Verifies that users and workstations comply with security policies such as passwords and anti-virus definitions
- Installs operating system patches and identify suspect activities that include social engineering aspects of security
- Develops and revises related policies
- Performs related duties as needed

Specific primary duties include:

- Installation of Windows/Windows Server as well as performing maintenance as needed
- Administration of Department Domain user rights and access through GPO's
- Ensuring proper replication of DNS and GPO across Dept DC's
- Administration of MS Exchange 2007 accounts and server
- Providing Virtual services through VM/ESX and providing redundancy through VM's
- Network maintenance and hardware replacement as needed
- Administration of LAN hardware, user rights and vLAN's
- Ensuring remote sites have proper LAN/WAN access via Cisco ASA's
- Maintaining a secure Enterprise through central managed AV, WSUS and enforcing end user policy
- Performing Fileserver/Dell MD1000 backup via BackupExec, ensuring data integrity and planning disaster recovery
- Creating windows of time where critical services can be maintained with little to no interruption to business
- Actively locating network bottlenecks and addressing them through hardware replacement or improved configuration
- Manage technicians and ensure timely and proper support for end users
- Ensure licensing compliance with all relevant software

TO QUALIFY:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and at least one year of experience OR graduation from high school or equivalent education and several years of significant and demonstrated experience in the areas described.

BASE KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of local area network operating systems; network operating systems commands, administration and utilities including recovery and backup; project planning related to network administration and development; team or project leadership techniques; the development and implementation of directory services; and network security issues.

Ability to communicate complex technical concepts and terminology to agency management and network users; implement, troubleshoot, and maintain directory services; consult, design, implement, and troubleshoot complex heterogeneous LAN's within multiple organizations at multiple locations with a mix of network operating systems; resolve issues quickly with minimal outside help; work in/lead teams effectively; verify network security; assist with disaster recovery planning and implementation using backups and alternate hardware; monitor and/or maintain security of computer environment and devices, media, and physical environment; and set

up access for users of physical security devices.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Hope DiBartolomeo

Department of Administration

Agency HR Services

Phone: (702) 486-5413

or email to: dibart@admin.nv.gov

In subject line please reference: Systems Administrator

The State of Nevada is an Equal Opportunity Employer.