



BRIAN SANDOVAL  
Governor

## NEVADA GAMING CONTROL BOARD

1919 College Parkway, P.O. Box 8003, Carson City, Nevada 89702  
555 E. Washington Avenue, Suite 2600, Las Vegas, Nevada 89101  
3650 S. Pointe Circle, Suite 203, P.O. Box 31109, Laughlin, Nevada 89028  
557 W. Silver Street, Suite 207, Elko, Nevada 89801  
9790 Gateway Drive, Suite 100, Reno, Nevada 89521  
750 Pilot Road, Suite I, Las Vegas, Nevada 89119

A.G. BURNETT, *Chairman*  
SHAWN R. REID, *Member*  
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March 7, 2016

### Systems Administrator (Data Management Analyst)

Unclassified Open Competitive

This is an open competitive recruitment, open to all qualified persons.

#### **Recruiting For:**

A permanent full-time vacancy located at the Nevada Gaming Control Board, Administration (IT) Division, Las Vegas, Nevada.

#### **The Position:**

Under direction of the Systems Manager this position is responsible for datacenter operations involving systems administration, applications administration, systems patching, backup and recovery, disaster preparedness planning and testing for all agency offices. This position requires strong technical skills and experience relating to the above responsibilities, good oral and written communication skills, as well as the ability to quickly and independently learn new technologies. Candidates must have a combination of professional experience in an enterprise IT environment, education in IT, and industry certifications.

#### **Description:**

This position will be heavily involved in the administration of Microsoft server platforms 2008 to 2012 R2, Active Directory environment, internal DNS, DHCP, Certificate Services, DFS, and Group Policies. Incumbents will serve as the primary administrator for Exchange 2013, SharePoint 2013, Lync 2013, as well as SQL Servers 2008 to 2014. Incumbents will also be responsible for managing and maintaining IIS web servers, as well as perform system patching using WSUS.

This position will be responsible for maintaining and monitoring server farms of 150+ servers spread across six sites throughout the State. Incumbents will be responsible for managing backup systems using Backup Exec, SQL Backup, and other backup systems, making sure that critical systems are protected from data loss. Incumbents will also assist in managing and maintaining several VMware vSphere clusters, as well as actively participate in and contribute to various IT projects.

This position will also be involved in the day to day operations of the IT help desk. Incumbents will be providing 2<sup>nd</sup> level support for staff and function as an escalation point for complex technical issues. Incumbents will be involved in creating and maintaining technical

documentation, as well as provide afterhours support on a rotating schedule to ensure GCB systems and network availability for the agency's mission critical 24x7 operations.

**Primary Requirements:**

Candidates must meet or exceed the following experience levels: 5 years of Microsoft Windows server administration, 5 years of MS Exchange, 5 years of MS SQL database administration, 5 years of SharePoint server administration, 1 year of help desk and desktop support.

Candidates must also be able to demonstrate proficiency with VMware vSphere, HP and Dell server hardware, have practical knowledge of networking (routing, subnets, VLAN's, TCP/IP) and network storage (SANs, NAS, iSCSI, NFS, SMB, RAID).

**Other Requirements:**

- Excellent customer service skills.
- Extensive knowledge of Microsoft services and applications.
- Extensive knowledge of datacenter solutions and design.
- Extensive knowledge of server hardware, storage, and networking.
- Ability to identify and solve complex problems quickly and logically.
- Ability to establish and maintain effective working relationships with staff.
- Ability to communicate effectively, verbally and in writing.
- Ability to take directions and follow policies and procedures.
- Flexibility to work weekends and afterhours as needed.

**Knowledge of:** Systems Design, Availability Management, Capacity Management, Change Management, Systems Security, Datacenter Operations.

Top 5 required technical skills:

1. Microsoft Exchange
2. Microsoft Windows Server
3. Microsoft SQL Server
4. Microsoft SharePoint Server
5. Active Directory

**Education and/or work experience:**

Graduation from an accredited college with a Bachelor's degree in computer science, information systems, or closely related field. Five years of professional IT experience in the fields detailed under the "Primary Requirements" section above, or an equivalent combination of education, certification, and experience.

**Salary Range:**        \$44,700 - \$74,500 Employer-Paid  
                                 \$50,958 - \$84,930 Employee/Employer

**How to apply:**

All applicants who meet the minimum qualifications are eligible to apply for this position and may do so by completing an application on the Nevada Gaming Control Board website @ [www.gaming.nv.gov](http://www.gaming.nv.gov).

Only applications submitted through the website will be accepted.

Applications will be accepted until recruitment is satisfied.

*The Nevada Gaming Control Board is an equal opportunity employer.*