



UNCLASSIFIED JOB ANNOUNCEMENT

Posted April 15, 2016

Systems Administrator, Department of Tourism and Cultural Affairs

RECRUITMENT OPEN TO:

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

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 \$65,824 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.*)

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.

GENERAL DESCRIPTION: This position is located in Carson City and will travel to locations throughout Nevada. The incumbent acts as the Information Security Officer (ISO) and oversees the IT needs for the Nevada Department of Tourism & Cultural Affairs, (DTCA). The ISO reports to the Director of the Department of Tourism and Cultural Affairs and supervises an IT Technician 3 (Carson City), an IT Technician I (Las Vegas) and is responsible for performing a number of technical duties:

- Manages the IT needs for the Department of Tourism and Cultural Affairs which is comprised of: The Division of Tourism, the Division of Museums and History (seven statewide museums), the Nevada Arts Council and the Nevada Indian Commission;
- Develops an annual plan for IT services, ensuring a big picture overview of the Department's needs, budgets and IT solutions;
- Installs, configures, monitors, and maintains the network and associated software and hardware for locations in northern Nevada as well as works with the Department and IT staff to manage the statewide network (where applicable) including sites in Carson City, Reno, Las Vegas, Overton and Ely;
- Monitors and maintains agency help desk user support and 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;
- Coordinates issues with Enterprise IT Services (EITS) (a state agency) as needs arise;
- Manages the Department's IT budget and equipment replacement schedule; and
- Performs related duties as requested or identified.

Specific primary duties include:

- Installs Windows/Windows Server as well as performing maintenance as needed;
- Administers the department's domain user rights and access through GPO's;
- Ensures proper replication of DNS and GPO across Department DC's;
- Administers and works with staff to maintain MS Exchange 2007 accounts and servers;
- Provides virtual services through Microsoft Hyper-V and ensures redundancy through VM's;
- Provides and works with IT staff to assist with providing network maintenance and hardware replacement as needed;
- Administers of LAN hardware, user rights and vLAN's;
- Ensures remote sites have proper LAN/WAN access via Cisco ASA's by working with the EITS Networking group;
- Maintains a secure Enterprise through central managed AV, WSUS and enforcing end user policy;
- Performs Fileserver/Dell MD1000 backup via Yosemite Server Backup, ensuring data integrity and planning disaster recovery;
- Creates windows of time where critical services can be maintained with little to no interruption to business;
- Actively locates network bottlenecks and addressing them through hardware replacement or improved configuration;
- Manages technicians and ensure timely and proper support for end users;
- Develops and works with EITS to create the biennial budget and equipment request for hardware; and
- Ensures 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.

Demonstrated experience working within a complex environment, addressing the needs of a diverse staff with varying levels of technical expertise.

LOCATION:

This position will be located in Carson City or Las Vegas

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:

Email: rharris@admin.nv.gov

or hardcopies can be mailed to:

Dept. of Administration, Agency HR Services

Attn: Rachael Harris

400 W. King Street, Ste. 406

Carson City, NV 89703

Phone 775-684-0249

In subject line please reference: Last Name/Systems Administrator

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