



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: IT Systems Engineer (Full-time)	Opening Date: March 11, 2020	Application Deadline: Open until Filled	Job Posting Number: 20116
Department: IT Department	Starting Salary: \$85,000 – 89,416(DOQ)	Location: Bastrop, Texas	Travel: Within Bastrop County

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: Responsible for managing and maintaining computer systems and tools; finding and fixing issues within systems; and implementing, monitoring, and building tools that automate repetitive tasks to minimize errors and prevent downtime. Develop automation frameworks using necessary tools, must be familiar with version control systems, relational databases and web servers. Knowledge of VMWare is necessary. Performs support on IT infrastructure components including, computer hardware, software, networking, and telecommunications equipment. Work involves evaluating, and prioritizing incoming requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies. This position is also responsible for all technical aspects of County Technology by providing guidance, support, and training to staff members. The employee will work under general supervision with some latitude for the use of initiative and independent judgment.

General Knowledge, Skills, and Abilities: Systems engineer must be able to work within a team environment, have strong time management skills and communication skills, be highly focused and disciplined, and be willing to take ownership of and execute deliverables on a timely schedule. Position will work in an office environment, seated at a desk, in front of a computer; typically work during regular business hours, although participate in an on-call rotation to provide 24/7 support to troubleshoot problems such as outages or needed fixes. This position will report to the IT Director. Must have the ability and skills to recognize, analyze, and resolve network problems, provide desktop training, and work independently to accomplish job assignments. Must possess the skills needed to be detail oriented as well as problem solving, analytical, organizational, resolve conflict, and tolerate stress; Must have the ability to maintain the confidentiality of information encountered in work activities at all times.

Qualifications:

Education: Bachelor's Degree in Computer Science or related field. Relevant experience may substitute for the degree requirement on a year for year basis.

Experience: 7-9 years work experience in complex systems design, programming and systems software and support.

Licensing & Certifications: Must possess a valid TX Driver License. See below for listing of preferred certifications.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. Positions requiring a degree and/or licensing require proof of degree and/or license. Application for employment with Bastrop Co. may subject you to a criminal background check. **IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



BASTROP COUNTY, TEXAS

Job Description

Job Title: Systems Engineer

Department: Information Technologies

Reports To: Information Technologies Director

SUMMARY: Responsible for managing and maintaining computer systems and tools; finding and fixing issues within systems; and implementing, monitoring, and building tools that automate repetitive tasks to minimize errors and prevent downtime. Develop automation frameworks using necessary tools, must be familiar with version control systems, relational databases and web servers. Knowledge of VMWare is necessary. Performs support on IT infrastructure components including, computer hardware, software, networking, and telecommunications equipment. Work involves evaluating, and prioritizing incoming requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies. This position is also responsible for all technical aspects of County Technology by providing guidance, support, and training to staff members. Position will assist Director with the creation of County Technology Standards and Policy. The employee will work under general supervision with some latitude for the use of initiative and independent judgment. Position must maintain effective working relations with County Officials, Department Heads, staff and the general public. Must maintain confidentiality of the department at all times.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from the Information Technologies Director;

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Manages the day-to-day operations of the Bastrop County host computers by monitoring system performance, configuration, maintenance and repair. Ensures that records of system downtime and equipment inventory are properly maintained. Applies revisions to host system firmware and software. Works with vendors to assist support activities.
2. Develops new system and application implementation plans, custom scripts and testing procedures to ensure operational reliability. Trains technical staff in how to use new software and hardware developed and/or acquired.
3. Performs troubleshooting as required. As such, leads problem-solving efforts often involving outside vendors and other support personnel and/or organizations.
4. Establishes, maintains and manages all system users' accounts. Installs, modifies and maintains systems and utility software on server computer systems. Provides server support related to other software.
5. Establishes guidelines and methods for the installation and management of the host computer operating systems, disk arrays, fiber channel switches, tape libraries and other components.

6. Ensures high availability and acceptable levels of performance of mission critical host computer resources.
7. Develops procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse.
8. Develops procedures, programs and documentation for backup and restoration of host operating systems and host-based applications.
9. Develops and coordinates project directions and schedules to maximize benefits and minimize impacts on the organization. Provides leadership in planning and implementation of projects for computer operations and enterprise systems administration.
10. Develops tools, procedures, and training sessions for staff to assist with work.
11. Manages all computer systems including hardware, software and equipment such as air-conditioning system, UPS (uninterrupted power system) and fire protection system.
12. Stays current with technological developments in systems administration technology and recommends ways for Bastrop County to take advantage of new technology.
13. Manages various special projects as needed;
14. Ensures compliance with all Federal, State and local laws as they pertain to County operations; maintains up-to-date knowledge of changes to laws as deemed pertinent to department;
15. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public;
16. Maintains confidentiality and security of all Information Technologies information and systems;
17. Performs related work or duties as assigned by the County Judge and/or Commissioners' Court.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an essential function of this position. NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Working with server and storage hardware, software, including VMware, Dell Server and Storage Systems, Windows (2003-2012), Linux, etc.

Analytical and troubleshooting skills with the ability to utilize tools to resolve issues and escalates appropriately.

Network configuration, monitoring, and troubleshooting.

Wired and Wireless networking, PC and server virtualization

Software, virus protection, backup systems.

Professional customer service skills.

Microsoft Windows Server 08-12, Active Directory, Exchange, Hyper-V and Office 365

Switches, routers, firewalls, security, OSI, WAN and LAN connectivity.

Citrix XenServer and /or VMWare ESXi expertise and configuration experience.

SAN and NAS configuration and support experience.

Remote access support, implementation and security.

Ability to:

Read and understand technical manuals, procedural documentation, and OEM guides;
Recognize, analyze, and resolve network problems;
Provide training on technology equipment and software to users in user-friendly language and format;
Quickly identify and learn appropriate software and hardware;
Ability to maintain strong inter-personal skills;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Demonstrate initiative and professionalism;
Adjust to frequently changing priorities;
Record, disseminate and document accurate information from telephone conversations and personal contact;
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;
Communicate clearly and concisely, both verbally (in person and by phone) and in writing;
Understand and follow verbal and written instructions;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Perform multiple tasks simultaneously in a timely manner;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times;
Work effectively both as a team member and independently in a fast paced environment;
Work independently, prioritizes existing projects, and proactively determines areas requiring additional attention, monitoring, or maintenance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;
Interpreting federal laws and regulations;
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

7-9 years of proven work experience in complex systems design, programming and systems software and support including but not limited to VMware, Dell Server and Storage Systems, Windows, Linux, etc.

Preferred Certifications:

VMWare VCP
Microsoft MSCE: Server Infrastructure
Cisco CCNA (Routing/Switching/Data Center)
EMC Certifications
Dell Server/Storage Certifications

Education:

Bachelor's degree in Computer Science or related discipline. Relevant experience may substitute for the degree requirement on a year for year basis.

Licensing:

Possession of a valid driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.*****

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.