

# Texas Historical Commission

## Job Vacancy Notice

<b>Position Title:</b>	Network and Server Administrator
<b>Classification Title:</b>	Systems Analyst V
<b>Job Posting Number:</b>	24-14
<b>Salary:</b>	\$6,000.00-\$7,500.00
<b>Salary Group/Class#:</b>	B24/0256
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	10/05/2023
<b>Closing Date:</b>	Until filled
<b>Duration:</b>	Regular, Full-time
<b>Hours/Week:</b>	40 hours
<b>Work Location Address</b>	1711 San Jacinto, Austin, TX. 78701

**JOB OBJECTIVE:** Network and Server Administrator's role is to design, install, administer, and optimize the agency's servers, storage, and related components to achieve high performance of the various business applications supported by tuning the servers, services, and applications as necessary. Perform day-to-day technical management, support, and maintenance of server, network, and systems operations activities. Perform advanced computer systems analysis, planning, budgeting, and analyzing user requirements, procedures, and problems to automate processing or improve existing systems. Report directly to the Senior IT Systems Administrator as technical lead in developing strategic and tactical plans for IT operations. Work under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Coordinate with users to identify system requirements, develop functional design specifications to meet requirements, and solve complex operational problems.
2. Oversee studies and the preparation of reports that include study findings, recommendations, and instructions for proposed system implementations; formulate logical descriptions of problems; and devise optimum solutions.
3. Oversee, plan, and schedule the installation or training for new or revised systems and define business process requirements.
4. Analyze the need for new computer systems and replacement or upgrade of current systems and makes appropriate recommendations to Information Resources Manager (IRM).
5. Install, configure, and maintain Windows server operating systems. Installs and configures server applications, such as database management systems, email systems, geographic information systems, and web server systems.
6. Install, configure, and maintain network equipment and cabling (firewalls, switches, wireless access points, etc.)
7. Configure and maintain security systems such as firewalls, IDS/IPS, SIEM, and web/email filters.
8. Develop security policies for information systems.
9. Plan construction and maintenance of agency computer networks, including both wide-area networks (WANs) and local-area networks (LANs). Installs or supervises contracts with vendors for the installation of equipment and infrastructure.
10. May perform maintenance as needed on the Texas Historic Sites Atlas system, including conversion and installation of data provided by external sources. Maintains or works with the agency's database programmer on the maintenance of systems for data entry installed on the agency's servers.
11. Collaborate, as needed, with other Information Technology staff on providing support for the agency's computer users. This includes equipment and software installation, troubleshooting, and repair.
12. May supervise the work of others.
13. Adhere to an established work schedule with regular attendance.
14. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

15. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited four-year college or university with a degree in computer science, computer information systems, management information systems, or a related field (two years of relevant work experience related to the essential duties may substitute for one year of college);
- Minimum two years experience installing, configuring, and maintaining Microsoft Windows operating systems (desktop and server);
- Experience administering a Microsoft Active Directory environment;
- Experience administering and maintaining Microsoft Office 365;
- Experience administering and maintaining network equipment (firewalls and switches);
- Experience and advanced understanding of network protocols and their functions (DNS, DHCP, NTP, FTP, SSH, TLS, etc.);
- Work experience and understanding of network and host security fundamentals;
- Experience designing, configuring, and implementing monitoring tools and agents;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

**PREFER:**

- Professional certifications (i.e. Microsoft MCSA/D/E, Cisco CCNA/P, CISSP);
- Experience working with Microsoft Azure;
- Experience working with Microsoft PowerShell;
- Experience administering and maintaining Cisco IOS network equipment;
- Experience with other scripting languages, such as Perl.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- Knowledge of one or more programming/scripting languages;
- Knowledge of Windows server operating systems;
- Knowledge of database management systems, preferably Microsoft SQL Server;
- Knowledge of Email and Active Directory systems;
- Knowledge of networking hardware, including firewalls, routers, and switches;
- Skill in coordinating and solving problems; in scheduling, testing, installing, and implementing programs; and in troubleshooting computer systems;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to troubleshoot problems with computer systems and computer networks;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling, and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends, and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_InformationTechnology.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**