LINN COUNTY
INFORMATION TECHNOLOGY SERVICES
Steve Braaten, Director

JOB ANNOUNCEMENT
ORIGINAL POSTING DATE: October 7, 2022

CLASSIFICATION TITLE: Systems Administrator
CLASSIFICATION NUMBER: 087
CLASSIFFICATION CATEGORY: Management/Exempt – Full-Time
DEPARTMENT: Information Technology

ESSENTIAL FUNCTIONS OF THE JOB:
1.   Computer, hardware, and software support; communication via help tickets, email, and phone; onsite support at user workstation, and remote support when applicable. Additional required hardware skills including printers, scanners, and miscellaneous computer peripherals.
2.   Email administration, email filtering administration, IT ticketing system administration, active directory administration, anti-virus administration and remote support administration is required.
3.   Mastery required in three of the following skills: email phishing simulation; Endpoint Detection and Response (EDR); telecommunications software; inventory management software; Lansweeper network inventory system; Mobile Device Management (MDM); file server administration; computer imaging/cloning tools; other systems as deemed necessary by the IT Director.
4.   Continued education and training on computer hardware, software, and operating system needs to ensure the County is at the forefront of technology needs. Attend trainings and classes when new technologies need to be implemented.
5.   Management and organization of the IT inventory area and equipment stored within.
6.   Clean and organized workspaces, including all areas where work is performed such as personal office area, end-user workstations, server room, and networking locations.
7.   Excellent communication skills are required when working with departments, peers, and the IT Director.
8.   Establishing goals and meeting deadlines set with IT Director, peers, and users.
9.   Strong self-initiative and autonomy are requirements within this position.

QUALIFICATIONS: An Associate's Degree in a computer related discipline from an accredited institution and three years of experience supporting networked computer systems or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

SALARY, BENEFITS, COMPENSATION: Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualifications):

SALARY RANGE: $5085-$6410/Monthly

CLOSING DATE: Open until filled

HOW TO APPLY: Submit a completed Linn County Employment Application Form along with a resume and cover letter to: Steve Braaten, Information Technology, PO Box 100, Albany, Oregon 97321. Application forms may be obtained, along with the Job Classification, at the Linn County Website: https://www.co.linn.or.us/jobs

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACT