SYSTEMS ADMINISTRATOR

An employee of the Tuscarawas County Automatic Data Processing (ADP) Board and under the management of the County Auditor as Secretary of the Board; under the direct supervision of the Director of Technology. Responsible for performing a variety of duties associated with maintaining the operations of the Tuscarawas County IT Department.

JOB RESPONSIBILITY:
- Manage and maintain servers and their components
- Assist users with hardware and software
- Maintain server backups daily, maintaining proper tape rotation

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:
- Active Directory, Windows server administration experience
- Computer software & hardware use, support and installation
- Ability to work well unsupervised, making necessary decisions and taking proper actions to correct problems
- Ability to maintain accurate records, reports, and documentation
- Ability to handle sensitive information and maintain confidentiality of records

QUALIFICATIONS FOR EMPLOYMENT:
Any combination of training, class work and work experience, which indicates possession of the skills, knowledge and abilities listed above. Applicant must successfully complete a background check and maintain a proper and valid driver’s license. Regular and punctual attendance is a requirement.

COMPENSATION AND WORK AGREEMENT:
This position is full time and as such this employee is entitled to all the fringe benefits bestowed upon a full time employee of Tuscarawas County, including but not limited to health insurance, optical insurance, vacation leave, sick leave, and paid holidays.

The work schedule for this position is full-time, flexible, 40 hours a week with 24X7 on call hours.

Salary range is $27,770 - $37,770. Resume and references should be emailed to the contact name below.

Position is posted until filled. Posting date March 20, 2019.

CONTACT NAME: April Beachy
CONTACT NUMBER: (330) 365-3237
EMAIL: beachy@co.tuscarawas.oh.us
ADDRESS: Tuscarawas County Information Technology Dept.
125 East High Ave
New Philadelphia, Ohio 44663