

# TUSCARAWAS COUNTY INFORMATION TECHNOLOGY DEPARTMENT

125 East High Avenue  
New Philadelphia, Ohio 44663

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## **SYSTEMS ADMINISTRATOR**

### **JOB DESCRIPTION:**

This position, Systems Administrator, is responsible for performing a variety of duties associated with maintaining the operations of the Tuscarawas County IT Department such as assist users with hardware and software; install and/or troubleshoot computers, printers and software; manage and maintain servers and their components. The work schedule for this position is flexible full-time with on call hours.

### **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 also a requirement.

### **PAY:**

\$17-\$18 an hour with benefits

### **COMPENSATION AND WORK AGREEMENT:**

Generous personal, vacation and sick leave packages as well as federal holidays off. The multiple choices of medical insurance mean that there are options for each person. This position is 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.

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Resumes may be emailed to the name below by August 1, 2022.

#### **CONTACT NAME:**

April Beachy

#### **CONTACT NUMBER:**

(330) 365-3237

#### **EMAIL:**

[beachy@co.tuscarawas.oh.us](mailto:beachy@co.tuscarawas.oh.us)

#### **ADDRESS:**

Tuscarawas County Information Technology Dept.  
125 East High Ave  
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# Unique Job Benefits

*In addition to compensation and healthcare, we offer so much more!*



- **Ohio Public Employee Retirement System**  
Vested at five years of employment.
- **Employee Contributed Tax-Deferred Compensation Program**  
Great additional way for you to save for retirement.



- **Generous Paid Time Off for Work-Life Balance:**  
Vacation – based on years of service: One week at one year of service and up to five weeks at 25 years of service. You can carryover an allowable amount of vacation each year.



- **5 Personal days a year upon start date**
- **12 Paid Holidays; only 2 months without a holiday**
- **Longevity Pay starting at 5 years**

- **Employee Assistance Program**  
FREE counseling services, financial and legal advice, family support, help with relationships, will planning and more.



- **Sick Leave – Three weeks per year; with balance carryover**
- **Wellness Clinic**  
No cost healthcare for routine vaccines and blood work for employees and eligible dependents.



- **Access to telemedicine 24/7 under County Health Insurance**

- **Affordable Health Insurance**  
Four generous coverage options, including an HSA plan with county kick in up to \$600 single / \$1200 family. Copays for generic prescriptions as low as \$10.
- **Health Insurance rates as low as \$21 per month**
- **Additional Voluntary Vision and Dental Insurance**
- **Flexible Spending account options for medical and child care expenses**
- **\$10,000 Basic Life Policy**  
With opportunity for additional voluntary coverage for you and dependents.

- **Be part of a team that serves Tuscarawas County**
- **Flexible work schedule**
- **Learning and development opportunities**
- **Cell Phone Stipend**
- **Dress down Fridays**

For more information contact  
[beachy@co.tuscarawas.oh.us](mailto:beachy@co.tuscarawas.oh.us)

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