

# Job Title: System Administrator (Information Technology)

Requisition ID 12661 - Posted - IT & Computers



**VILLAGE OF SCHAUMBURG**  
PROGRESS THROUGH THOUGHTFUL PLANNING

VILLAGE OF SCHAUMBURG

Human Resources Department

101 Schaumburg Court, Schaumburg, IL 60193

<http://www.schaumburg.com/>

The Village of Schaumburg is a thriving community of 78,732 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being named one of the "Top Ten Best Places to Live" by Money Magazine; being ranked No. 5 overall in WalletHub's "Best Illinois Cities for Jobs"; and receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association for meeting the highest principles of governmental budgeting for the seventh consecutive year.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

## **NOW ACCEPTING APPLICATIONS FOR THE POSITION OF:**

System Administrator (Information Technology) with an online application deadline of 06/19/2022.

**Interested candidates are encouraged to apply as soon as possible. Interviews will be conducted as applications are received. This position will remain open until filled.**

**STARTING PAY RATE:** \$31.90 - \$35.49 per hour based on a 40-hour workweek. Salary dependent on qualifications. The salary range for this position is \$31.90 - \$46.26.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position.

#### **JOB SUMMARY:**

This position is responsible for the administration and maintenance of all village server hardware to include patch management, operating system updates, and hardware replacement planning needed to maximize system performance and protect against cybersecurity breaches. Responsibilities include evaluating existing server hardware components and related connectivity infrastructure to ensure optimum performance. The position also assists with the administration and configuration of the village firewall appliances including resolving customer support requests. Additionally, this position will monitor and maintain the village's internet connection and deploy appropriate security mitigation solutions. The System Administrator works closely with the Network Administrator to ensure server and networking systems are optimized. The position will function as a project manager for critical infrastructure and other system upgrades. The position typically involves regular shifts with weekends off. The position is a natural escalation point for on-call technicians; as a result, occasional off hour calls are to be expected.

To succeed in this role, applicants will need to problem solve efficiently and plan ahead for project success, organize time and resources effectively, critical thinking will be important during times of urgency. We are looking to add a team member who is independent and work cooperatively with others.

#### **JOB DUTIES:**

1. Implements and manages server systems to maximize performance, availability, and resistance to cybersecurity events including on-premise and cloud-based systems.
2. Provides regular management and monitoring of server equipment and storage infrastructure.
3. Monitor hardware performance to ensure optimum performance to include review of hardware and server system logs.
4. Evaluates and maintains server security protocols and configurations in order to protect the village from internal and external threats.
5. Create and maintain system configuration documentation.
6. Assists IT management staff in developing short and long-range recommendations of hardware needs including analysis of equipment, repairs, maintenance contracts, etc.
7. Functions as a project manager for a variety of hardware, system, and infrastructure upgrades
8. Assists with the design and implementation of disaster recovery operations.
9. Researches and advises management of enhancements/new releases of hardware and software technology.
10. Ensures vital systems are backed up daily. Responsible for backups, restorations, and backup configurations.

11. Creates documentation on how and when servers are changed or upgraded.
12. Assists with management, monitoring and maintenance of the village virtual environments including virtual servers and desktops, storage, host systems, high availability, backups, recovery, capacity planning, and new implementations.
13. Performs other duties as assigned.

**QUALIFICATIONS:**

1. Bachelor's degree in Computer Technology, Computer Science, Information Systems, or related field.
2. A minimum of three years of experience in Microsoft technologies along with advanced knowledge of network hardware and software support.
3. Possession of a valid driver's license.
4. Proficiency with current computer software systems, including email, calendar programs, job specific software, and customer service systems preferred or within the first six months of employment.

**Minimum Knowledge/Ability:**

1. Must possess an excellent understanding of network technology and architecture, as well as an understanding of Microsoft Server operating systems.
2. Proficiency in virtual environments, including servers, desktop, and clients.
3. Experience with scripting and automation tools.
4. Proficiency in firewalls, network routers and switches.
5. Ability to learn and perform specialized technical operations relating to the introduction of new hardware and software solutions.
6. Proficiency in the installation, operation and maintenance of server hardware and software.
7. Excellent analytical and communication skills required.
8. Provide strong customer service to internal and external users in a technical environment.
9. Troubleshooting skills a must.

**BENEFITS:**

The Village of Schaumburg has a competitive benefit package which includes: flexible benefit Section 125 plan including health, dental, vision, and life insurance as well as medical and dependent care flexible spending accounts, a retirement plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

**SELECTION PROCESS:**

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

**THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER**