



EL PASO COUNTY DEPARTMENT OF HEALTH AND ENVIRONMENT

301 SOUTH UNION BLVD. • COLORADO SPRINGS, CO 80910-3123
(719) 578-3199 Main, 578-3113 Human Resources, 575-8677 HR Fax

JOB ANNOUNCEMENT

The El Paso County Department of Health and Environment in Colorado Springs, CO is seeking candidates for a **Senior Systems Administrator**

Job Title:	Senior Systems Administrator
Job Announcement #:	08-47
Division/Program:	Information Technology
Application Deadline:	Open until filled
Status:	Full time

Applications are accepted only for currently open positions. Each application will only be applied toward one open position. If you wish to apply for more than one position, please complete and submit a separate application.

Applications received without a Job Posting # will not be considered. Applications must be received by 5pm on the closing date, regardless of the means of submission. Positions posted as "Open until filled" may close at any time without prior notice. Applications are accepted via mail, fax, email or in person.

DEPARTMENT DESCRIPTION

El Paso County Department of Health and Environment (EPCDHE), based in Colorado Springs, Colorado, serves an estimated 595,000 residents of El Paso County. The County includes urban Colorado Springs and rural eastern El Paso County. EPCDHE provides a broad spectrum of services to address ongoing and critical public health and safety issues.

The El Paso County Department of Health and Environment (EPCDHE) is organized into three major divisions: *Health Promotion, Disease Prevention and Control and Health Services*. EPCDHE's infrastructure includes the Office of Communications, Human Resources, Finance, Information Technology and General Operations. The Health Department programs include both those mandated by state statute as well as those that reflect the unique needs of El Paso County. EPCDHE accomplishes this mission by focusing on the Ten Essential Public Health Services, which fall under three general categories: *assessment, policy development and assurance*.

The Senior Systems Administrator will be a member of the Information Technology team. This position is responsible for the configuration, installation, optimization, and maintenance of the El Paso County Department of Health and Environment technical systems including, but not limited to network servers, data storage services, network operating systems, imaging, email system, data back up and recovery systems.

OVERVIEW OF ESSENTIAL JOB FUNCTIONS

- Install, configure and support Windows and Linux based servers.
- Configure, install and maintain storage arrays including iSCSI and SAN.
- Manage Active Directory, Exchange, SQL, Terminal Service, IIS Servers and Certificate Servers.
- Lead capacity planning, functional and technical design of systems, and resolution of complex problems.

- Oversee testing, implementation, maintenance, documentation and development of operation and Maintenance procedures.
- Execute system design (functional and technical), planning and implementation.
- Provide assistance in troubleshooting escalated issues related to system failures. Act independently to troubleshoot complex problems immediately.
- Coordinate capacity, planning and implementation.
- Provide CIO with regular reports detailing computer system service levels, maintenance, throughput, and turnaround and response times. Develop action plans to address unsatisfactory occurrences. Manage technical performance improvement plans.
- Implement and maintain security backup and recovery programs for the protection of systems hardware, software and data. Develop and implement policies, procedures and guidelines to direct and carryout the objectives established by the security program.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate, motivate, and organize projects among a broad spectrum of personnel, frequently under deadline pressure.
- Skill in demonstrating a cooperative, professional attitude to cultivate relationships both within and outside the organization.
- Skill in prioritizing and organizing multiple tasks and the ability to complete projects in a timely manner. Ability to respond in a flexible manner and reprioritize work as situations change.
- Strong hardware and software diagnostics skills. Ability to demonstrate sound judgment by taking appropriate actions regarding questionable findings or concerns. Ability to identify problems and work creativity to resolve them, considering the impact of actions on the department.
- Ability and willingness to respond to sensitive situations twenty-four (24) hours a day, seven (7) days a week, and carry a cell phone.

EXPERIENCE AND EDUCATION

- Bachelors Degree in Computer Science or related field.
- Microsoft Certification.
- Minimum of 6 years experience in the installation and maintenance of Windows and Linux operating systems.
- Minimum of 5 years experience with Cisco switches, routers and firewalls.
- Minimum of 3 years experience with Microsoft clusters.
- Minimum of 3 years experience with SQL server in a clustered/HA environment.
- Minimum of 3 years experience with Terminal Services.
- Minimum of 2 years experience with Microsoft CA services.

HOW TO APPLY

Please submit an EPCDHE Application for Employment (which may be obtained in person or downloaded from our Web site at <http://www.elpasocountyhealth.org/pages/hr.aspx>)

Application materials should be sent to:

El Paso County Health Department, Human Resources, Job # 08-47. 301 South Union Blvd, Colorado Springs, CO 80910; or fax materials to 719-575-8677.

All new employees and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL 99-603).

EPCDHE is an equal opportunity employer operating in a tobacco-free environment.