

COUNTY OF LEBANON

Job Announcement

Posting Date January 4, 2019

Position:	Part-Time Assistant Systems Administrator
Department:	Department of Emergency Services ROOM 12 400 South 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	NONE
Hours:	Estimate 20hrs / Week (Varies)
Pay Grade:	13 (Non-union Pay Chart)
Salary Range:	\$20.0187 /per hour and up dependent on experience

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Friday, January 25, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The primary focus of this role is to assist with the administration, maintenance, and enhancement of all components and systems pertaining to the Lebanon County Department of Emergency Services. This includes but is not limited to administrative and specialized 911 Call Center systems such as Mobile Data Terminal, CLEAN (Commonwealth Law Enforcement Assistance Network), Computer Aided Dispatch (CAD), Justice Network (JNET). Duties include system maintenance, monitoring, software upgrades, data backup, user support and training, as well as general troubleshooting and problem resolution. Must be willing to work on call and participate in the Emergency Operations Center.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Minimum of three years supporting server and network infrastructures in mission critical environments with a focus on high availability. Experience interacting with end users as well as hardware and software vendors to quickly resolve problems. Must have a good understanding of networking concepts including, switching, routing, firewalls, VLANs, and wireless. Experience with Windows Server, Active Directory, Exchange, MS SQL, GPO administration. Experience with VMWare including vCenter, HA, Site Recovery Manager. Familiarity in a Unix command line environment (including working with Apache and MySQL), VOIP, mobile platforms, and cellular technologies. Should be flexible and willing to adapt to new responsibilities as they arise.

Experience in the Public Safety is preferred but not required.

ADDITIONAL REQUIREMENTS: Valid Pennsylvania driver's license. Must successfully pass the CLEAN background check and criminal history check and maintain a clean criminal record.

An Equal Employment Opportunity Employer

COUNTY GOVERNMENT EMPLOYEES MAY CONTACT:

Leeanne Shank
Human Resources Assistant
Room 200, Municipal Bldg
400 S. 8th Street
Lebanon, PA 17042
LShank@lebcnty.org

NON-COUNTY EMPLOYEES MAY CONTACT:

www.lebcounty.org or: CareerLink
Attn: Doan Barefield, Program Supervisor
243 Schneider Dr.
Lebanon, PA 17046
Ph: 274-2554