

District Attorneys Council
NOTICE OF JOB OPENING

POSITION:
Systems Administrator

APPLICATION ACCEPTED:
Open until filled
Salary Commensurate with Experience

SUBMIT RESUME & COVER LETTER TO:

District Attorneys Council
421 N.W. 13th Street, Ste. 290
Oklahoma City, OK 73103
Fax: (405) 264-5099
Careers@dac.state.ok.us

Basic Purpose

The Systems Administrator (SA) performs operations and project work in support of the District Attorneys Council (DAC) system infrastructure. The SA manages the hardware and software infrastructure for DAC applications, including operating systems (OS), custom-developed, and commercial off the shelf products. The SA oversees and manages day-to-day operations for a small data center and provides operational support for Microsoft and open-source applications, virtual and physical servers, backup systems and the overall technical infrastructure of the DAC in accordance with standard operating procedures. Work involves developing processes, operating procedures, and project plans to implement and achieve DAC Information Technology (IT) objectives. This position requires on-call availability and potential evening and weekend work hours.

Typical Functions

1. Performs tasks as assigned by The IT Director and/or Executive Coordinator to support DAC computer systems.
2. Designs and implements all infrastructure platforms and operating software in support of the District Attorneys system.
3. Provides security related functions for DAC computer systems. This includes user ID and password control, backup systems and procedures, and disaster recovery plans and tests. A disaster recovery test will be conducted at least once a year on all midrange systems. Builds servers and virtual machines.
4. Responsible for designing logging and audit reports that can track activity on the DAC computer systems, most especially the adding, changing and deleting of data.

5. Responsible for data replication, and designing and reporting metrics which indicate that host and target systems are in sync that are to be reported to the IT Director.
6. Designs and reports on various other security related metrics that are to be reported monthly to the IT Director.
7. Designs and implements change control procedures on midrange computer systems with the approval of the IT Director. This involves coordinating software application moves among the applications support staff and other IT specialists.
8. Plans for, installs and maintains Windows 200X Servers and other computer systems as required. This includes original installations, upgrades and replacement installations.
9. Responsible for maintaining warranty and maintenance contracts on all related hardware/software that reside on DAC servers.
10. Maintains proper licensing for all software applications that reside on the DAC computer systems.
11. Monitors functions of DAC computer systems internal and external to the DAC to ensure appropriate levels of operations.
12. Designs and reports on DAC system performance metrics that will help identify any system problems, and identify when systems are reaching capacity. Estimating future metrics will help determine system life cycles. These reports will be delivered to the IT Director.
13. Researches and makes recommendations regarding the acquisition of new computer systems.
14. Installs and maintains the agency e-mail systems including Microsoft Exchange and related systems.
15. Acts as resource to internal IT staff and district IT coordinators, and as external consultant to other state agencies, and/or other organizational units as directed.

Minimum Qualifications

- A bachelor's degree from an accredited college or university in computer science or a related field and two years of experience working with networked servers and/or small to midrange business computing systems. Experience may substitute for education.
- Server backup and restore systems including database Backups
- Experience in configuring systems for proactive management and experience responding to system alerts
- Experience providing “uptime” and reporting statistics in line with defined Service Level Agreements
- 1+ years proactively reviewing and reporting on system performance and capacity trends
- Experience with basic switch and router configuration and troubleshooting
- Experience configuring and managing basic VPN connectivity

Notes

Duties of the System Administrator require frequent interaction with professionals in DAC headquarters and the 77 Oklahoma District Attorneys offices, including elected officials and their staffs. Travel within the state is required.

Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.