COUNTY OF NYE

CLASS TITLE: SYSTEMS ADMINISTRATOR III

BASIC FUNCTION:
Under the direction of the Nye County Director of Information Technology, this position is defined as the Senior Technical lead within the Class. Places high importance on continuing skill development, elevated knowledge and experience, commitment, dedication, excellence, confidentiality and integrity. Builds in continuity of operations thru mentorship and succession planning in the department.

Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the Information Technology Department.

REPRESENTATIVE DUTIES DISTINGUISHING THIS POSITION FROM OTHER POSITIONS IN THIS CLASS SERIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Perform all of the functions of the Systems Administrator and Systems Administrator II.

2. Perform highly advanced hardware and software implementation, diagnostics and troubleshooting as the Senior Systems Administrator position in the series.

3. Responsible for being a primary role in the Nye County IT systems security operations, analysis, planning, and incident response. Researches, reviews, recommends, and implements security applications and controls to continually further enhance Nye County's digital infrastructure, data protection and liability reduction.

4. In communication with the Information Technology Director, creates and maintains a baseline server configuration that incorporates recommended security controls to further harden and provide resilience against intrusion and vulnerability.

5. Functions as a leadership role within the class in evaluating, identifying and correcting elevated risk technical configurations, controls and exposure.

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FLSA Status – Non Exempt

Created
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6. Is instrumental and active in continual development and improvement of Cyber Security Response Plan and acts as a knowledgeable lead during Cyber Incident Response events; to include assisting other staff in prioritizing actions and completing appropriate documentation and verifying legally required and/or stakeholder notification has taken place.

7. Reviews, audits, implements and enforces rules of least privilege on systems, processes, data, and accounts.

8. Supports other employees in the Systems Administrator and Client Support Technicians thru cross training, knowledge sharing and supporting staff capability redundancy and encouragement of future succession advancement. Maintains standards and engagement to contribute to organizational success and positive team development. Fosters a culture of continuous learning, expertise, and leadership benefiting the County, the employees and the Public the County serves.

9. Reviews, maintains and improves advanced system logging from system security devices and software, verifies compliance length of mandatory retention for evaluation of incidents or potential incidents, misuse or post incident investigation and evidence collection.

10. Create, maintain and validate accuracy of internal SOP documentation.

EDUCATION AND EXPERIENCE:
Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: an Associate's degree in Information Technology or comparable computer science degree or equivalent work experience is required. An MSCE or 10+ years experience in coordinating systems administration and equivalent experience is also required.

LICENSES:
Valid Nevada Driver's License. The following certifications are desirable, but not required: Microsoft Certified Solutions Expert (MCSE) Core Infrastructure; Microsoft Certified Solutions Expert (MCSE) Productivity.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:
May provide procedural work direction and training to Client Support Technicians, Systems Administrator II and Systems Administrator. This position will act in a lead capacity within the Class Series.

CONTACTS:
Internal County staff, vendors, and other state/local government agencies.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:
Work is performed under the following conditions: Normal office environment. Occasional travel may be required while maintaining a valid Nevada driver's license.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES OF EQUAL OR LESSER VALUE.

CONDITIONS OF EMPLOYMENT:
Nye County participates in E-Verify and will provide the Social Security Administration (SSA_ and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide any required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other related duties, of equal or lesser value, as required.