STATE OF MISSISSIPPI
invites applications for the position of:

Senior Systems Administrator

**SALARY:** $42,399.05 Annually

**OPENING DATE:** 10/21/20

**CLOSING DATE:** 11/06/20 11:59 PM

**JOB TYPE:** Full-Time

**LOCATION:** 61 - RANKIN COUNTY

**SHIFT SCHEDULE:** Day Shift Only

**TRAVEL SCHEDULE:** Some Day Only

**TIME LIMITED POSITION:** No

**AGENCY INFORMATION:** The Mississippi Emergency Management Agency (MEMA) is recruiting a Senior Systems Administrator. To inquire about this position, please contact Bob Buseck at bbuseck@mem.a.ms.gov.

**CHARACTERISTICS OF WORK:**

The positions in this job family are responsible for the on-going monitoring, maintenance, and administration of free-standing or networked systems. Systems range from stand-alone PC applications, to minicomputers, to Local Area Networks (LANs) with 100 or more users. Incumbents serve as the focal point or immediate help desk for clients in the area or facility supported. Incumbents also provide assistance ranging from installing new equipment, solving complex operating problems, and providing project coordination for implementation of new network and/or PC-based systems.

Senior Systems Administrator is the specialist level where incumbents have demonstrated technical expertise in detailed web design, the administration and maintenance of Local Area Networks, and/or free standing PCs. They may bear full responsibility for an agency website. They may alternatively be responsible for ensuring that end-user hardware, software, security and network problems are resolved in a timely and effective manner. This includes coordinating the configuration and installation of hardware and software and ensuring that file server functions, E-mail connectivity and whatever else is necessary to support the Local Area Network environment is operating effectively. Incumbents work independently as well as with other senior technical staff to resolve complex operational problems and to coordinate the administration of the system or Local Area Network in Agencies with varying user bases.

**EXAMPLES OF WORK:**

Examples of work performed in this classification include, but are not limited to, the following:

- Monitors the system applications to track operating efficiency.

- Ensures hardware, software, security, and network problems are resolved in a timely and effective manner.
Coordinates the configuration and installation of LAN hardware and software.

Ensures that file server functions and connectivity necessary to support the LAN environment is operating effectively.

Resolves complex operational problems and coordinates the administration of the system.

Functions as webmaster for the enterprise.

Performs related or similar duties as required or assigned

**MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Education:
A Bachelor's Degree from an accredited four-year college or university in computer science, data processing, business information systems, or a related field;

AND

Experience:
Two (2) years of directly related experience in PC/LAN environments.

OR

Education:
An Associate's Degree in Applied Science in a Technical Program in an area of Information Technology approved by the IT Professional Development Committee,

AND

Experience:
Two (2) years of directly related experience in PC/LAN environments.

OR

Education:
An Associate's Degree from an accredited two-year college in computer science, data processing, business information systems, or a related field;

AND

Experience:
Four (4) years of directly experience in PC/LAN environments.

OR

Education:
Graduation from a standard four-year high school or equivalent (GED);
AND

Experience:
Six (6) years of directly related experience.

Substitution Statement:
Related education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals (ICCP) Certificate based on
successful completion may be substituted for one (1) year of the required experience (certificate
must be attached).

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential
functions include, but are not limited to, the following:

1. Coordinates problem resolution for all LAN hardware and software components.

2. Configures and installs LAN hardware, software and components to ensure efficient
   operation.

3. Monitors and maintains operation of the LAN environment or website to provide a stable and
   efficient operating environment.

APPLICATIONS MAY BE FILED ONLINE AT:
http://agency.govemmentjobs.com/mississippi/default.cfm

210 East Capitol Street
Suite 800
Jackson, MS 39201
601-359-1406
601-359-1406

jobs@dfa.ms.gov
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Senior Systems Administrator Supplemental Questionnaire

* 1. What is the highest level of education (or semester hours of college) you have completed
   in computer science, data processing, business information systems, or a related field?
   ☐ None
   ☐ GED or High School Equivalency Diploma / High School Diploma
   ☐ 30 semester hours
   ☐ Associate's Degree / 60 semester hours
   ☐ 90 semester hours
   ☐ Bachelor's Degree
   ☐ Master's Degree
   ☐ Specialist Degree
   ☐ Doctorate Degree

* 2. How many years of directly related experience in PC/LAN environments do you have? Refer
to the job posting for an explanation of directly related experience.
   ☐ No experience
   ☐ 1 Year of Experience
2 Years of Experience
3 Years of Experience
4 Years of Experience
5 Years of Experience
6 Years of Experience
7 Years of Experience
8 Years of Experience
9 Years of Experience
10 Years of Experience
More Than 10 years

* 3. Do you possess an Institute for Certification of Computer Professionals (ICCP) Certificate? (YOU MUST ATTACH A COPY OF YOUR CERTIFICATE)
   - Yes
   - No

* 4. Do you have an Associate's Degree in Applied Science in a Technical Program in an area of Information Technology approved by the IT Professional Development Committee?
   - Yes
   - No

* Required Question