

Greenlee County is currently accepting applications for a Network Systems Administrator in the IS/IT Department. \$44,043 - \$63,787 annual - exempt. Minimum requirements: 1. Bachelor's degree in Management Information Systems or related field or 4 yrs. experience in MIS/IT field or any combination; 2. Current application on file at the Greenlee County Board of Supervisors Office, P O Box 908, 253 5<sup>th</sup> Street, Clifton, Arizona 85533, 928-865-2072, [www.co.greenlee.az.us](http://www.co.greenlee.az.us). Deadline for filing: Open and continuous, 5:00 p.m. It is the responsibility of the applicant to ensure their application is current.

CLASSIFIED AD

PUBLISH: Beginning now and ending October 6, 2017

BILL TO: Greenlee County  
Board of Supervisors  
P O Box 908  
Clifton, AZ 85533

# GREENLEE COUNTY

CLASS CODE:

## NETWORK SYSTEMS ADMINISTRATOR

---

### NATURE OF WORK

Under general supervision, performs work of considerable difficulty in providing technical support, development, implementation and management of NETWORK hardware and software. This includes but is not limited to network servers, PCs, Printers, data backups and systems, switches and various other security hardware and software. Performs other related duties as required.

### TYPICAL DUTIES

Maintains network systems and insures proper operability. Also, response to a variety of problems/issues and troubleshooting network equipment and software, network security software such as malware, spyware, phishing, antivirus, and ransomware programs maintenance and updates. The ability to determine and source problems with hardware and software, familiar with Microsoft OS software and licensing, trains users in network usage, implements programs, maintains system integrity, remain current with new technology.

### QUALIFICATIONS

Education, Training and Experience: Bachelor's degree in Management Information Systems or equivalent degree in related field from an accredited college or university or four years' experience in the MIS field or any combination thereof.

Desirable Knowledge, Abilities and Skills: Good working knowledge and experience of network environments, capabilities, and operating principles network and personal computer hardware and software, server and PC operating systems and environments, and operating principles and applications; including word processing, spreadsheets, and other database systems; knowledge and familiarly of internet web site operation, development and maintenance and maintenance of network operations; establish and maintain effective working relationships with co-workers, other agencies and the general public; good knowledge of standard office practices and procedures; communicate well orally and in writing; follow written and verbal instructions.

### SPECIAL QUALIFICATIONS

Valid Arizona driver's license.

04/2017