

# TUSCARAWAS COUNTY INFORMATION TECHNOLOGY DEPARTMENT

125 East High Avenue  
New Philadelphia, Ohio 44663

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## **SYSTEMS ADMINISTRATOR**

An employee of the Tuscarawas County Automatic Data Processing (ADP) Board and under the management of the County Auditor as Secretary of the Board; under the direct supervision of the Director of Technology. Responsible for performing a variety of duties associated with maintaining the operations of the Tuscarawas County IT Department.

### **JOB RESPONSIBILITY:**

- Manage and maintain servers and their components
- Assist users with hardware and software
- Maintain server backups daily, maintaining proper tape rotation

### **NECESSARY SKILLS, KNOWLEDGE AND ABILITIES:**

- **Prior experience in IT required**
- Active Directory, Windows server administration experience
- Computer software & hardware use, support and installation
- Ability to work well unsupervised, making necessary decisions and taking proper actions to correct problems
- Ability to maintain accurate records, reports, and documentation
- Ability to handle sensitive information and maintain confidentiality of records

### **QUALIFICATIONS FOR EMPLOYMENT:**

Any combination of training, class work and work experience, which indicates possession of the skills, knowledge and abilities listed above. **APPLICANT MUST SUCCESSFULLY COMPLETE A BACKGROUND CHECK AND MAINTAIN A PROPER AND VALID DRIVER'S LICENSE.** Regular and punctual attendance is a requirement.

### **COMPENSATION AND WORK AGREEMENT:**

This position is full time and as such this employee is entitled to all the fringe benefits bestowed upon a full time employee of Tuscarawas County, including but not limited to health insurance, optical insurance, vacation leave, sick leave, and paid holidays.

The work schedule for this position is 40 hours Monday through Friday with **24X7 on call hours.**

Salary is commensurate with experience. Resume, salary requirements and references should be emailed to the contact name below.

Position is posted until filled. Posting date February 28, 2019.

**CONTACT NAME:**

**APRIL BEACHY**

**CONTACT NUMBER:**

(330) 365-3237

**FAX NUMBER:**

(330) 365-3375

**EMAIL:**

[beachy@co.tuscarawas.oh.us](mailto:beachy@co.tuscarawas.oh.us)

**ADDRESS:**

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