MONO
C O U N T Y
CALIFORNIA

Position Open Until Filled

First pool review January 10, 2022

Looking for a unique opportunity where a great quality of life is matched with a high-performing team focused on implementing modern and sophisticated technology solutions?

This might be the job for you!

HOW TO APPLY
https://monocounty.ca.gov/jobs

Complete the Mono County Job Application form and return all application materials via email to hr@mono.ca.gov and support@mono.ca.gov

County of Mono, CAO/HR
P.O. Box 696
Bridgeport, CA 93517

Tel: (760) 932-5412
Fax: (760) 932-5411

www.monocounty.ca.gov

*Mono County is an
Equal Opportunity Employer*

We're inviting applications at the...
C O U N T Y   O F   M O N O
Systems Administrator

Salary Range:	$84,330 - $103,111 (annually)
Benefits:	Mono County provides generous benefits, including CalPERS retirement, medical, dental, vision & 401 deferred compensation.
Location:	Some in-person work will be required at various locations throughout the County, though remote work opportunities exist.

Mission of Mono County IT

Empower our community by providing exceptional technology & customer service.

More information about the culture and work of the Mono County IT Department can be gained from our strategic plan, available under Supporting Documents at: https://monocounty.ca.gov/it

Photo: © Greg Newbry

About Mono County

Mono County is a destination that is full of opportunity and adventure. Set on the eastern slope of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, serene lakes and cold mountain streams, deep winter snows and sunny summer skies.

With a year-round population of roughly 14,000 spread over 3,000mi.² of geography, we are considered a frontier county. The County seat is located in Bridgeport - situated 350 miles north of Los Angeles and 120 miles south of Reno. The Town of Mammoth Lakes is a world-class resort destination, and the only incorporated city in Mono County with a year-round population of 8,000.

Our natural playground is matched with a complete range of amenities and activities making it an ideal place to establish a healthy work-life balance. The Bishop Airport (BIH) offers direct flights to LAX, and several other destinations throughout the winter season. Additionally, most of our communities boast Gigabit broadband speeds at price points that are roughly half the national average.

Systems Administrator
Job Duties and Qualifications

JOB DESCRIPTION

Under limited direction, to administer server hardware, software, operating systems, databases, and security including the design, installation, configuration, optimization, maintenance, and support of host systems. Perform other work as assigned.

EXAMPLES OF DUTIES

Note: This is not an exhaustive list of minimum and desired qualifications. Please see full job description.

- Designs, configures, documents, and maintains operating systems and a converged network environment
- Manages security & compliance efforts in line with agency policies, & contracts following industry standards
- Manages highly complex system errors and issues, which involve advanced knowledge of operating systems, networks, and deployed software.
- Designs system backup strategies and oversees Disaster Recovery
- Manages critical infrastructure systems including those with sensitive data requiring the maintenance of confidentiality
- Provides expert level, Tier II technical support on hardware and software used by agency personnel.
- Serves as a resource and mentor for other team members
- Provide on-call support on a rotation basis

QUALIFICATIONS

- Thorough knowledge of Windows based server infrastructure; VMWare; and their application in an enterprise environment
- Comprehensive understanding of Microsoft Active Directory, Group Policy & user management for rights management
- Ability to administer an Office 365 tenant/environment
- Networking, video conferencing, and telephony
- Principles and practices of project management and procurement

EDUCATION AND/OR EXPERIENCE

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

A degree from an accredited college or university and at least (4) years of experience administering systems; OR Current MCSA with four (4) years of experience, an MCSE with five (5) years of experience, or an MCITP with six (6) years of experience working in some level of system administration.

APPLICATION AND EXAM PROCESS

Applications will be competitively reviewed, and qualified candidates will be invited to participate in a recruitment process consisting of an oral interview and a computer-based practical exam. A screening call may be scheduled.

Special Requirements: Satisfactory completion of a Department of Justice Background investigation. Possession of a valid Driver's License. May work other than a normal 8:00 a.m. to 5:00 p.m. shift.