



Employment Opportunity

Position Title: Senior IT Systems Administrator
Date: October 31, 2018
Details: Full-time, Non-Union, Non-Exempt
Salary Range: \$33.76 - \$44.19 per hour
Closing Date: Open Until Filled
First Review of Applicants: November 13, 2018

Nature of Work:

The Woodinville Water District is a utility district in north King County, WA. We are currently seeking an experienced Senior IT Systems Administrator. This position reports to and receives instruction/work assignments from the IT Manager. This position does not supervise. Position works closely with the GIS Supervisor and GIS Analyst, as all four positions make up the IT Department.

It is most important that the person we hire be a good fit with our staff. This person will work closely with members of our Administrative, Finance, Operations and Engineering Departments that have varying levels of experience in the operation of software and hardware. The applicant needs to possess strong interpersonal and communication skills; using tact, patience and courtesy in dealing with co-workers. They also need to be a proactive problem solver, innovative thinker, and thrive in an ever-evolving technology field.

The Senior IT System Administrator must have a deep and broad knowledge of software, hardware and networks. This position is responsible for performing support services related to the District's technology infrastructure. Responsibilities will include, but not limited to, all end-user support, software troubleshooting, workstation management, patch management, server virtualization management, network administration, cellular, wireless and SCADA communications, IT security systems administration, mobile device management, database management, SQL Reporting, VoIP phone management and data back up and data recovery responsibilities.

Applicants need to have in-depth knowledge of personal computers, servers and peripherals and must be proficient in Windows OS. Strong knowledge of routers/switches/firewalls/access points, and experience installing/maintaining/patching VMware virtual server environments. Applicants also need to have a comprehensive knowledge of Microsoft Exchange Administration, Exchange Online Administration, Microsoft Windows, Microsoft Office, and Office 365. **See the complete job description for more information.*

The Woodinville Water District has a combination of in-house servers utilizing systems hosted in SaaS environments, as well as servers hosted at AWS. The District has several remote locations and troubleshooting and updating these networked locations will require routine driving of District vehicles and entry into confined spaces. The successful applicant also needs network and cyber security experience.

Reading user manuals, researching, coordinating with outside vendors or consultants and troubleshooting a variety of applications is essential. Documenting procedures and policies is a necessary part of this job. Must willing to work under pressure to meet critical timelines, if necessary.

Criminal History and background check is required and must be successfully completed prior to employment.

Education and Experience:

Associates degree in computer science, data processing, system design, or a related field with years of hands-on experience. Bachelor's degree in computer science or related field is preferred. Ten (10) years progressively responsible experience administering voice/data networks and supporting end-users with varying skills and level of understanding.

License or Certificate:

Must possess and maintain:

- Valid Washington State Driver's License.
- Proof of automobile insurance.

Possess and maintain or ability to obtain within 1 year:

- Microsoft Certified Solutions Associate (MCSA).
- Microsoft Certified Solutions Expert (MCSE).
- Network+, Security +
- Certified Information Systems Security Professional or Manager (CISSP or CISM).

Working Conditions and Physical Requirements:

Work is performed primarily indoors, with occasional outdoor work in varying weather conditions. This position typically requires reaching, standing, sitting, lifting, walking, pushing, typing and repetitive motions. Work may be performed while on ladders or stairs. Frequent lifting, carrying, pushing or pulling of up to 40 pounds.

** See the complete job description for more information.*

Job application, job description, and submittal instructions can be found on the Woodinville Water District website, www.woodinvillewater.com