

EMPLOYMENT ANNOUNCEMENT

The Wasatch County Information Systems Department seeks full time IT Systems Administrator. Grade Q - \$44.13-\$47.52. Performs full-performance professional work county-wide that has impact within a specialized, functional area(s), which requires a thorough foundation in the principles and practices of the functions area(s); planning and coordinating the installation and configuration of system hardware, software, and network (wired and wireless) and user application software; maintaining and repairing complex problems with system hardware, software, and network; modifying system hardware, software, and network to increase performance and meet technical design requirements; planning and coordinating network and cyber security design to achieve compliance with County security policies and compliance with insurance, state and federal rules, regulations and requirements.

Complete job description and Wasatch County Employment Applications are available from the Wasatch County Personnel Office 55 S 500 E Heber City UT 84032 or online at wasatchcounty.gov/Employment. Position is open for immediate fill with applications being reviewed upon receipt. Completed applications with copy of Resume must be submitted to the Personnel Office at the above physical address or emailed to:

personnel@wasatch.utah.gov by 5:00 PM Friday, January 31, 2025. Wasatch County is an EOE.



WASATCH COUNTY PERSONNEL DEPARTMENT

IT SYSTEMS ADMINISTRATOR

Position Description – IT Department Position Series

POSITION SUMMARY

Performs full-performance professional work county-wide that has impact within a specialized, functional area(s), which requires a thorough foundation in the principles and practices of the functions area(s); planning and coordinating the installation and configuration of system hardware, software, and network (wired and wireless) and user application software; maintaining and repairing complex problems with system hardware, software, and network; modifying system hardware, software, and network to increase performance and meet technical design requirements; planning and coordinating network and cyber security design to achieve compliance with County security policies and compliance with insurance, state and federal rules, regulations and requirements.

ESSENTIAL FUNCTIONS

- Functional area(s) include but are not limited to Property Tax and Finance, Public Safety and Emergency Management, Administration, Public Works and Capitol Facilities, Cyber Security, Land Development and Building Services, Communications and Intergovernmental Relations, Community and Health Services.
- Plans and coordinates the system's setup, installation, and configuration (including hardware and software), new software releases, and upgrades.
- Monitors, tunes, diagnoses, and resolves complex system, application, network, and database problems; monitors network performance to determine future requirements.
- Troubleshoots, maintains, and repairs complex problems, typically related to system failures, with servers, hardware, operating systems, security, applications, networks, database structures, and data protection.
- Implements and documents a backup and recovery process and leads capacity planning for a specific data system.
- Plans, coordinates, and implements security measures to protect data, software, and hardware.
- Develops, tests, and implements complex scripts to automate common functions or system operations.
- Consults with users to identify existing system problems, then evaluates and recommends various software and hardware solutions to meet user needs.
- Analyzes equipment performance records to determine the need for repair or replacement. Recommends changes to improve systems and network performance and determines hardware or software requirements related to such changes.
- Develops, maintains, and publishes complex custom reports.
- Consults with users to identify new business requirements, then evaluates and recommends software and hardware solutions to meet user needs.
- By position, performs lead work over subordinate employees or project management duties.
- Performs other related duties as assigned or requested.
- Employees may be re-deployed to work in other capacities in their own agencies or in other County agencies to support the core functions of the County during a County-wide emergency declared by the Manager.
- Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the time spent performing the essential duties listed above.

COMPETENCIES

- **Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.
- **Customer Service** – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.
- **Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- **Oral Communication** – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.
- **Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
- **Teamwork** – Interacts positively with colleagues, vendors and customers when addressing challenges and planning for a future state; builds teams as needed and delegates responsibilities as needed; frequently reports to supervisor and receives reports from assigned delegates as needed.
- **Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.
- **Technology Application** – Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.
- **Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self learning and development.
- Knowledge of data processing hardware, monitoring system hardware and software, application programming and system configuration sufficient to be able to perform the duties related to the work assignment.
- Knowledge of current and future networking and computer trends and technology.

- Knowledge of network hardware, network operating system software, data communications equipment and user-oriented application software packages sufficient to be able to troubleshoot and solve problems.
- Knowledge of specifications, uses, and types of computer or computer related equipment.
- Knowledge of electronic circuit boards, processors, chips, and computer hardware and software, including applications and programming.
- Knowledge of computer network, desktop, server, and mainframe operating systems and their applications.
- Knowledge of mobile devices, smart phones and how to deploy, manage, and secure these mobile devices.

GUIDELINES, DIFFICULTY AND DECISION-MAKING LEVEL

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

The employee is responsible for determining the time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

LEVEL OF SUPERVISION RECEIVED & QUALITY REVIEW

Under general supervision, the employee receives assignments and is expected to complete them with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

INTERPERSONAL COMMUNICATION & PURPOSE

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, defended, and presented, and some degree of discretion and judgment is required within the parameters of the job function.

LEVEL OF SUPERVISION EXERCISED

By position, performs lead work.

EDUCATION REQUIREMENT

Bachelor's degree in computer science, Information Systems, Public or Business Administration, Mathematics, or a related field.

EXPERIENCE REQUIREMENT

Three (3) years of professional Information Technology experience installing, maintaining, and/or modifying application software, operating system and/or network operating system software and associated hardware.

EDUCATION & EXPERIENCE EQUIVALENCY

- One (1) year of the appropriate type and experience level may be substituted for each required year of post-high school education.
- Additional appropriate education may be substituted for the minimum experience requirements.

LICENSURE & CERTIFICATION

- By position, a valid driver's license is required at the time of application.
- Licenses and certifications must be kept current as a condition of employment.
- By position, must obtain Criminal Justice Information Services (CJIS) clearance upon starting employment.

WORKING ENVIRONMENT

- Work is primarily performed in an office setting.
- Potential exposure to cold weather conditions (indoor/outdoor).
- Potential exposure to hazards from electrical/mechanical/power equipment.
- Handles absentee replacement on short notice.
- Noise: sufficient noise to cause distraction.
- Work involves pressure due to multiple calls and inquiries and is subject to interruption.
- Subject to electrical and radiant energy hazards.
- Subject to long, irregular hours.
- Works in confined, uncomfortable, or awkward locations.

LEVEL OF PHYSICAL DEMAND

3-Medium (20-50 lbs.)

PHYSICAL DEMANDS

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and office/department needs.):

- Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.
- Balancing: maintaining body equilibrium to prevent falling over.
- Carrying: transporting an object; usually by hand, arm, or shoulder.
- Color vision: ability to distinguish and identify different colors.
- Crawling: moving about on hands and knees or hands and feet.
- Crouching: bending body downward and forward by bending legs.
- Depth Perception: ability to judge distances and space relationships.
- Eye/Hand/Foot Coordination: performing work through the use of two or more.
- Feeling: perceiving attributes of objects by means of skin receptors.
- Feeling: perceiving attributes of objects by means of spoken word.
- Field of Vision: ability to adjust vision to bring objects into focus.
- Field of Vision: ability to see peripherally.
- Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.
- Fingering: picking, pinching, or otherwise working with fingers.
- Handling: seizing, holding, grasping, or otherwise working the hand(s).
- Handling: seizing, holding, grasping, or otherwise working with fingers.
- Hearing/Talking: Hear and determine direction of sound.
- Hearing: perceiving the nature of sound by the ear.
- Kneeling: bending legs to rest on one or both knees.
- Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
- Mathematical reasoning
- Memorization
- Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- Neck Flexion: Moving neck upward/downward.
- Oral Comprehension
- Pulling: Exerting force upon an object so that it is moving to the person
- Pushing: exerting force upon an object so that the object is moving away from the person.

- Reaching: extending the hand(s) and arm(s) in any direction.
- Repetitive motions: Making frequent movements with a part of the body.
- Sitting: remaining in the normal seated position.
- Standing: remaining one one's feet in an upright position.
- Stooping: Bending the body by bending the spine at the waist.
- Talking: Expressing or exchanging ideas by means of spoken words
- Vision Far acuity: ability to see clearly at 20 feet or more.
- Vision Near acuity: ability to see clearly at 20 inches or less.
- Vision: To observe animal behavior, read signs, and reading colors.
- Walking: moving about on foot on uneven surfaces.
- Walking: moving about on foot.
- Written Comprehension.

BACKGROUND CHECK REQUIREMENT

- Criminal Check
- Education Check
- Employment Verification
- By position, Motor Vehicle Record
- By position, must obtain Criminal Justice Information Services (CJIS) clearance upon starting employment.

PROBATION PERIOD

Six (6) months minimum, up to twelve (12) months