COUNTY OF LEBANON

Job Announcement

Posting Date December 16, 2024

Position:	Assistant Systems Administrator
Department:	Department of Emergency Services 1805 Cornwall Road Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	NONE
Hours:	Full-Time 40 hours per week
Pay Grade:	14 (Non-union Pay Chart)
Salary Range:	$48,426.16 to $67,809.18 Annual *(Starting rate based on experience and qualifications)*
Full-Time employee Benefits:	***Paid** health, Vision, Prescription, and Dental insurance ***Paid** Life insurance ***Paid** Holidays ***Paid**-time-off ***Pension** retirement plan *Optional benefits:* *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

> ***A County of Lebanon Application must be submitted for consideration***

> **Applications will be accepted through OPEN.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The primary focus of this role is to assist with the administration, maintenance, and enhancement of all components and systems pertaining to the Lebanon County Department of Emergency Services. This includes but is not limited to administrative and specialized 911 Call Center systems such as Mobile Data Terminal, CLEAN (Commonwealth Law Enforcement Assistance Network), Computer Aided Dispatch (CAD), Justice Network (JNET). Duties include system maintenance, monitoring, software upgrades, data backup, user support and training. Candidate must possess the ability to efficiently troubleshoot complex issues and situations. Must be willing to work on-call shifts and participate in the Emergency Operations Center.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Minimum of three years supporting server and network infrastructures in mission critical environments with a focus on high availability. Experience interacting with end users as well as hardware and software vendors to quickly resolve problems. Must have a good understanding of networking concepts including switching, routing, firewalls, VLANs, and wireless. Experience with Windows Server, Active Directory, Exchange, MS SQL, GPO administration. Experience with VMWare including vCenter, HA, Site Recovery Manager. Familiarity in a Unix command line environment (including working with Apache and MySQL), VOIP, Mobile Device Management, and cellular technologies. Should be flexible and willing to adapt to new responsibilities as they arise.

Experience in Public Safety is preferred but not required.

ADDITIONAL REQUIREMENTS: Valid Pennsylvania driver's license. Must reside within 20 minutes of the facility address listed above. Must successfully pass the CLEAN background check and criminal history check

Application and resume submission options:	
Scan and email your application and resume directly to: Human Resources **Email:** apply@lebanoncountypa.gov	**Mail:** ATTN: Lebanon County Human Resources Room 200 400 S. 8th Street, Lebanon, PA 17042
	Fax: (717) 675-2668

An Equal Employment Opportunity Employer

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