

# COUNTY OF LEBANON

## Job Announcement

Posting Date April 21, 2021

<b>Position:</b>	Assistant Systems Administrator
<b>Department:</b>	Department of Emergency Services ROOM 12 400 South 8 <sup>th</sup> Street Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	NONE
<b>Hours:</b>	8:00AM to 5:00PM Monday through Friday
<b>Pay Grade:</b>	13 (Non-union Pay Chart)
<b>Salary Range:</b>	\$20.0187 per hour and up dependent on experience
<b>Benefits:</b>	Health Insurance, Life Insurance, PTO, Paid Holidays, Pension (Full-Time Employees)

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Wednesday, May 5, 2021.**

### **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 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 the Public Safety is preferred but not required.

**ADDITIONAL REQUIREMENTS:** Valid Pennsylvania driver's license. Must successfully pass the CLEAN background check and criminal history check and maintain a clean criminal record.

### **Application and resume submission options:**

Scan and email your application and resume directly to:  
Human Resources  
Email: [Apply@lebcnty.org](mailto:Apply@lebcnty.org)

#### **Mail:**

ATTN: Leanne Shank, Human Resources Assistant Room 200  
400 S. 8th Street,  
Lebanon, PA 17042

**Fax:** (717) 274-8094

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