

Please Post
21 October, 2021

NOTICE OF VACANCY

TITLE: Principal Technician, Management Information Systems

JOB STATUS: Full time, 40 hours/week

DEPARTMENT/DIVISION: Department of Central and Shared Services
Division of Information and Technology

DATE OF VACANCY: Current

MINIMUM SALARY RANGE: \$70,032.

CLOSING DATE FOR APPLICATIONS: October 30, 2021

TENTATIVE START DATE: To be determined

MINIMUM REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Two (2) years of experience utilizing or implementing electronic information systems, analyzing information systems and/or developing procedures for the use of information systems, or providing user support and solving user problems in a help desk or related environment.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis.

NOTE: A Bachelor's degree in a computer-related area may be substituted for one (1) year of the experience as indicated above.

NOTE: A Master's degree in a computer-related area may be substituted for two (2) years of the experience as indicated above.

NOTE: Twenty-four (24) credits in data processing from an accredited college may be substituted for two (2) years of the education requirement.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

JOB DUTIES:

Under direction of a supervisory official in a state or local department, institution, or agency, supervises staff involved in the planning, development, and implementation of information systems, reviews related programs and systems; acts as liaison with internal components utilizing the systems, and/or with other government jurisdictions; or in a client/server environment, provides hardware/software support to end users; installs hardware and software on servers or workstations; does other related duties.

Executive Summary:

This candidate will provide expert support for Data, Voice, Video, and cloud platform infrastructure, housing critical business systems. Work closely with other technical associates and vendors as part of a team to complete the technical day-to-day activities.

The primary focus will be on Linux & Windows Server, Cloud platform and VMware technologies.

This position is fully accountable for maintaining and improving the current infrastructure while bringing automation and optimization. Technical Management in Windows Server Administration VMware Administration and Cisco Telephony Administration is desired. Platform related activities for all these scopes: Servers Experience with Data Center Infrastructure Knowledge Management and Work closely with peers to ensure team work and knowledge sharing. Maintains the teams knowledge for the technical landscape including the Associate knowledge.

The successful applicant will have hands on with builds, configuration and scripting automated deployments. Plan and evaluate existing network systems; recommend solution for modifications or enhancements using current and emerging technologies to solve issues. Build and configure Active Directory, Global Policy Objects, and Windows authentication methods. Monitor VMs and ESX servers for security compliance. Perform health check of all the network equipment. Monitor and manage administration of regionally dispersed networks. LAN/WAN, network management, security, or other network related activities. Provide support, analysis, and remediation for the network and security infrastructure.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

As directed, designs and develops management information systems to provide a ready source of retrieval up-to-date information on which management and operations-related decisions may be based. Develops applicable procedures as required.

Conducts studies of programs and operations to determine their applicability to existing or planned information systems. Prepares and submits reports of findings and recommendations.

As directed, plans and implements information systems to ensure that administrative needs are met. Evaluates information systems to determine levels and quality of outputs.

Reviews regulations and policies for various programs and related systems, and consults with data processing, systems, and program development specialists to ensure that application of active or planned information systems is in accordance with pertinent directives.

Answers inquiries from system users; explains system functions and provides technical assistance in the use and application of system features.

Responds to requests for assistance; identifies and corrects hardware, software, and printer problems.

Troubleshoots application errors.

Identifies and resolve network problems

Monitors and reviews data inputs to detect errors within the system, analyzes resultant problems, and develops corrected data/information for entry into the system.

Develops, installs, and revises procedures, systems and methods, and seeks to improve established operating methods.

Acts as liaison with federal, state, and local agencies.

Prepares correspondence.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office or related units.

RETURN COMPLETED APPLICATIONS (or RESUME) TO

(Standard County Application Form is located at the following address or www.sussex.nj.us):

COUNTY OF SUSSEX
Sussex County Administrative Center
Office of Employee Service
One Spring Street
Newton, NJ 07860

Fax: 973-579-0355
Email: employeeservices@sussex.nj.us

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.