



Colorado Legislative Council

Non-Classified

EMPLOYMENT OPPORTUNITY

Colorado General Assembly

Colorado Legislative Council

Job Title: Network/Systems Administrator

Job Series: (Non-classified Position)

FLSA Status: Exempt

Occup. Group: Professional Services

Salary: Commensurate with Experience

Job Summary

General Description:

The Colorado General Assembly's Information Technology team has an opening for a Network/Systems Administrator. This office under the Colorado Legislative Council division is responsible for maintaining and developing the information systems used by the General Assembly and its staff. This Network/Systems Administrator position requires an experienced IT professional who understands both the technical and business aspects of enterprise functions, as well as someone who can envision and deliver future system improvements.

Responsibilities and Requirements:

Duties include developing and providing Network/System Administration support to the Colorado General Assembly's network and systems infrastructure.

Network/Systems Administrator Description:

We are actively seeking a Network/Systems Administrator to provide professional support and upgrade existing network/system infrastructure and to design and implement new infrastructure.

To be a suitable candidate for this role, you will need to be extremely customer service oriented. You must have strong technical skills particularly with network troubleshooting, Windows / Microsoft applications including server operating systems, as well as wired network and wireless network infrastructure equipment and consoles.

Although not essential it would be an added advantage to have demonstrable experience with Cisco based networks, HP/EMC storage systems, VMware, Veeam backups, disaster recovery and HCL Domino. This position requires an IT professional possessing a wide-range of problem-solving and people skills, as well as an ability to work with end-users at all levels of the organization.

The preferred educational background is a Bachelors degree in Information Technology from an accredited college or university or equivalent demonstrable work experience of 3 + years in IT as a systems administrator.

Key Responsibilities of the System Administrator:

- Ability to proactively collaborate and provide insights with project teams.
- Identifying, analyzing, and advising using best practices on system solutions to meet business needs based on cost, flexibility, and long term vision.
- Aptitude and motivation for learning and adapting to new technologies.
- Monitoring and response: analyzing, logging, tracking and resolving software/hardware matters of significance pertaining to networking issues, servers, and related infrastructure, services and applications to meet business needs.
- Managing end user accounts, rights, group policy, permissions, access rights, and storage allocations with best-practices regarding privacy, and security.
- Proactively troubleshooting issues to isolate and diagnose system problems; documenting system events to ensure continuous functioning.

The ideal candidate is required to have knowledge and demonstrable experience in some or all of the following skills:

- Cryptography (SSL, Certificates, PKI)
- Email management (preferably IBM/HCL Domino)
- Disaster Recovery, on and off site
- Virtualization technologies
- Application upgrades, conversions, and roll-outs.
- Manage security practices and procedures for network environment.
- Firewall implementation, maintenance, VPN, and monitoring
- Anti-Virus administration for servers and clients.

- LAN, VLAN's, Active Directory, SAN, DNS, DHCP
- Maintenance of Microsoft Windows Servers and user accounts.
- Manage network file, print, and application resources.

Other Skills, Nice to Have:

- Experience in IBM/HCL Domino server administration
- Experience with VMWare
- Experience with Veeam backup and restore
- Experience with HP StoreOnce systems
- Experience with storage technology similar to EMC, HP MSA
- Management of network servers, routers, switches, wireless networks, and related cable infrastructure. Cisco networking certifications such as CCNA, CCNP, etc. MCSE, MCSA
- Cloud computing and storage solutions such as AWS
- COMPTIA- A+/Server+/Network+/Security+/CISSP
- Experience with the following is a plus SSO, PAM, WSUS, MDT, Netwrix, PDQ, Track-IT, IBM/HCL Notes, ITIL, ITSM, etc.

To Apply for this Position:

Please email your application packet to: lis.ga@state.co.us

Or mail it to:

IT Hiring Manager

Re: Application for Network/Systems Administrator position

Colorado Legislative Council

State Capitol Room 029

Denver, Colorado 80203

In order to be considered for the position your application packet must include the following:

- 1. Resume**
- 2. Cover letter**
- 3. Three professional references**
- 4. Salary requirements**

Additional Information about Legislative Council Staff can be found at <http://colorado.gov/lcs>