Texas Facilities Commission
Employment Opportunities

JOB Vacancy Notice: FY 23-40		
Business Title: Enterprise Systems Administrator		State Classification: Systems Analyst V
Salary Group: B24	Salary: $7,000.00 (Month) $84,000.00 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 01/27/2023	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: Information Technology

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs senior level Windows server and computer systems administration both locally and remotely. Work includes daily administration of the Active Directory and Azure environment on both VM's and physical machines as well as virtual system management on VMware environments. Design and management of new system enhancements. Develops policies and procedures and implements them to support State modernization plans and improve security. Provide escalation support for less knowledgeable techs. Works under general supervision with large latitude for the use of initiative and independent judgment. Moderate networking duties to include configuring switch ports, VLANs, and troubleshooting connections and working with network staff for resolution. Coordinate with stakeholders to support their needs and requirements. Automate recurrent tasks with scripting and automation.

ESSENTIAL FUNCTIONS:

- Maintains the VMware vSphere environment to include upgrading, installing necessary software and security updates and patches, testing changes to the systems and maintains overall health of the enterprise VM environment
- Onboards various storage systems and configures datastores to existing environments. Configures and designs backup plans and systems for data security and disaster recovery for production systems.
- Monitors and responds to alerts and issues by initiating warranty repairs, replacing hardware, and working with vendor support to resolves issues.
- Installs and manages the enterprise network management software. Responsibilities include setting up alerts for all nodes and ensures asset inventory and configuration mapping stays current and complete.
- Assists the Agency's network team with deployment of network hardware and assists with issues related to network environment.
- Submits change management requests for approval and develops test, implementation and backup out plans for new changes
- Develop and deploy servers and workstations that supports the Risk Management, Building Automation and Life Safety divisions.
- Develops and maintains images for desktops, servers, VM environments and VM templates, etc.
- Maintain and improve procedures for inventory control of IT assets.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, MIS, or a related field. Work experience may be substituted in lieu of education requirement.
- Six (6) years' experience in systems administration and network management, including three (3) years supervisory or lead worker experience.

- Experience with Network topologies, configurations, and network management software
- Experience with VMware host and VM configuration and deployment
- Experience in local, campus and wide area network systems.
- Valid State of Texas driver's license.
- Experience in server and workstation systems administration in a virtual and physical environment.
- Education and experience may be substituted for one another.
- Microsoft Certifications preferred
- Palo Alto certification preferred.
- Cisco certification preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and skill in improving work processes through automation and/or scripting
- Knowledge of server and workstation systems administration in a virtual and physical environment. Knowledge of hardware and software configuration, troubleshooting of operating systems and applications.
- Skilled in best practices of Active Directory and Azure design and management, GPO, OU development, user role-based administration, systems hardening and security best practices.
- Working knowledge of local and wide area network management and configuration administration
- Working knowledge of MS Windows 8.1, 10, and Server 2012, 2019, 2022, Active Directory, and Azure
- Working knowledge of networking technology, including DNS, DHCP, IP addressing, SMTP mail, FTP, and advanced routing concepts in a VM environment.
- Working knowledge of Texas State Data Center Services policies and procedures preferred
- Cisco Networking experience preferred.
- Ability to be self-motivated and handle multiple tasks while still meeting deadlines
- Ability to serve as team lead and to train, plan and manage the work of others.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work-day as necessary. Physical requirements also include the ability to move items up to 40 lbs. and perform tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 25B Information Technology Specialist, 255N Network Management Technician (Warrant), CTM Cryptologic Technician (Maintenance), 182X RL-Special Duty Officer-Information Professional Officer, CYB11 Cyber IT, 0679 Data Systems Chief, 0670 Data Systems Engineering Officer (Warrant), 1D7X1 Cyber Defense Operations, 17DX Warfighter Communications Operations, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number:15814581