



# Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-114		
Business Title: Systems Administrator		State Classification: Systems Administrator III
Salary Group: B21	Salary: \$4,806.00 (month) \$57,672.00 (year)	Hours/Week: 8:00 am – 5:00 pm
Location: 1711 San Jacinto Blvd, Austin, TX 78701		
Posting Date: 06/13/2024	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](http://www.WorkInTexas.com).**

## **JOB SUMMARY:**

DEPENDING ON CANDIDATES QUALIFICATIONS, PERFORMS ROUTINE (ENTRY-LEVEL) TO ADVANCED (JOURNEYMAN) LEVEL WORK SYSTEMS ADMINISTRATION WORK. WORK INVOLVES MAINTAINING THE UPKEEP, CONFIGURATION, AND RELIABLE OPERATION OF SYSTEMS, POLICY DEVELOPMENT, TRAINING, MONITORING, AND ANALYSIS OF EXISTING HARDWARE AND SOFTWARE. INSTALLS AND UPGRADES COMPUTER COMPONENTS AND SYSTEM SOFTWARE EVALUATES POTENTIAL NETWORK ENHANCEMENTS. WORKS UNDER MODERATE SUPERVISION, WITH LIMITED LATITUDE FOR THE USE OF INITIATIVE AND INDEPENDENT JUDGMENT.

## **ESSENTIAL FUNCTIONS:**

- This position requires the candidate to report to the office daily.
- Manages objects in Active Directory, M365, Azure, BOMGAR and the KACE SMA.
- Installs, configures, maintains, and administers servers and workstations, operating systems, and applications.
- Installs, configures, maintains, and administers laptops, tablets, cell phones, operating systems, and applications.
- Provides technical assistance and support for troubleshooting system software and hardware problems.
- Prepares and maintains operating procedures for technical support, troubleshooting, maintenance, and innovative systems administration techniques.
- Responds to incident and problem calls, and processes service requests and tasks.
- Assists in completing projects, and in performing systems software and hardware review.
- Creates requisitions for goods and services required for the Information Systems program.
- Maintains hardware and software inventories.
- May determine system software or hardware needs required to configure or modify systems.
- May manage authentication and access control systems.
- May configure automation routines using scripting and other programming languages.
- May provide technical advice, assistance, and status reports to management.
- Takes inventory of IT equipment, peripherals, etc.
- May assist with the analysis and evaluation of existing information technology systems processes associated with system software and hardware technology planning, development, implementation, security, and interfaces.
- May assist in information systems security administration.
- Performs related work as assigned.
- Experience supporting Microsoft Windows 7, 8, or 10, MS Office 2013, 2016, and Office 365.
- Experience supporting IOS/Mac OS is preferred but not required
- Experience administering JAMF is preferred but not required



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- Experience supporting Windows Server 2008r2, 2012r2, or 2016, and MS Active Directory.
- Experience with desktop deployment and software management tools (e.g. KACE), and remote desktop management tools (e.g. Bomgar).
- Education and experience may be substituted for one another.
- Microsoft MCSE strongly preferred but not required.

## **MINIMUM QUALIFICATIONS:**

- Two (2) years of experience, (entry level) in computer helpdesk operations and systems administration.
- Four (4) years experience (Journeyman Level) in computer systems support work, systems administration, or local/wide area network support.
- Working knowledge of Microsoft operating systems and Active Directory services.
- Graduation from an accredited two-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred.
- Education and experience may be substituted for one another.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Considerable knowledge of network operating system and security software.
- Considerable knowledge of network facilities and data processing techniques.
- Skill in the use of and support of personal computers, in the use of applicable programs and systems, and in troubleshooting information systems.
- Skill in diagnosing and solving problems.
- Skill in troubleshooting computer systems.
- Skill in the use of standard office equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize, analyze, and resolve network and computer system problems.
- Ability to provide customer service.
- Ability to handle multiple tasks.
- Ability to meet deadlines.
- Ability to train others.
- JAMF
- INTUNE
- AZURE
- Office 365
- KACE
- Zebra Printing
- Docusign
- MAC OS

## **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 workday as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433



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**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://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 17C Cyber Operations Specialist, 255A Information Services Technician (Warrant), CT Cryptologic Technician, 181X RL-Special Duty Officer-Cryptologic Warfare Officer, IT Information Systems Technician, CYB10 Cyber, 0631 Network Administrator, 0605 Cyber Network Operations Officer, 1B4X1 Cyber Warfare 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](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. We are unable to sponsor or take over sponsorship of an employment Visa.

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**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: 16625842**

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