



# Texas Facilities Commission

## Employment Opportunities

JOB Vacancy Notice: FY 24-98		
Business Title: Systems Administrator	State Classification: Systems Administrator II	
Salary Group: B19	Salary: \$3,775.00 (Month) \$45,300.00 (Year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 05/01/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 2
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:**

PERFORMS ROUTINE (ENTRY-LEVEL) 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 AND 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, Beyond Trust Remote Support 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.
- Support Microsoft Windows 10, and 11, MS Office 2016, and Microsoft 365.
- Works with Windows Server 2016, 2019, and MS Active Directory.
- Works with desktop deployment and software management tools (e.g. KACE), and remote desktop management tools (e.g. Bomgar).

### **MINIMUM QUALIFICATIONS:**



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- This is an entry level position. Candidates with limited experience are strongly encouraged to apply.
- One (1) years of experience, (Entry Level) in computer helpdesk operations and systems administration.
- One (1) years' experience (Entry 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:**

- Working knowledge of Microsoft operating systems and Active Directory services.

## **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 30 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](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 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](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.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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



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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.

## **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 Number: 16565890**

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