



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 25-21		
Business Title: Systems Administrator		State Classification: Systems Administrator II
Salary Group: B19	Salary: \$4,025.00 (month) \$48,300.00 (year)	Hours/Week: 8:00 am – 5:00 pm, M-F*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 11/25/2024	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 4
Division: Information Technology		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.

What is the Texas Facilities Commission (TFC):

The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 28 million square feet of state-owned and leased facilities that house over 62,000 state employees in over 100 state agencies, all working in the service of the citizens of Texas. TFC oversees a varied property portfolio of office space, storage, warehouses, parking garages, and grounds of buildings across 283 cities and towns in Texas. Our team provides and contracts for the design and construction, property management, landscaping and custodial services, recycling and waste management services, building climate and energy automation, and the fire and security services required to keep State agencies working for our constituents.

The Position: 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 DUTIES:

- 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.



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- 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).
- Education and experience may be substituted for one another.

REQUIRED QUALIFICATIONS (MINIMUM QUALIFICATIONS)

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.

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.

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



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Top Benefits for working for the Texas Facilities Commission (TFC):

- Group Benefit Plan (GBP)-HealthSelect of Texas insurance-paid at 100% for full-time employees, 50% for dependents
- \$5,000.00 Basic Term Life and Accidental Death and Dismemberment
- Optional Term Life Insurance
- State of Texas Retirement Plan
- Texasaver 401(k) Plan
- Dental insurance plans
- State of Texas Vision insurance plan
- Short-term and/or long-term disability coverage
- (TexFlex) Flexible spending account (FSA)
- Employee Assistance Program (EAP)
- Generous paid holidays, vacation, and sick days

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 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, 0671 Data Systems Administrator, 0605 Cyber Network Operations Officer, 1B4X1 Cyber Warfare Operations, 17C0 Cyberspace Warfare Operations Commander, 514A Cyber Intel Analyst, 17S Cyberspace Effects 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

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.

TFC Recruiting Policy:

Incomplete applications will not be considered.

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.

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As part of its employment process, TFC may conduct a criminal background check and/or a driver's record check. An applicant with an unsatisfactory criminal background check report and/or drivers record is ineligible to be hired for the position for which the report is initiated.

If hired, an employee must prove their permanent right to work in the United States and provide document(s) within three (3) days of hire date that establish identity and employment eligibility. We are unable to sponsor or take over sponsorship of an employment Visa.

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.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Facilities Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. TFC provides accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

If you need help with the employment process or require other accommodations, please contact the Human Resources office for assistance at (512) 463-3433.

WIT Number: 16792591

Contact Information:

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