



City of Arlington, Washington

invites applications for position of

IT SYSTEMS ADMINISTRATOR 1

**Salary Range \$4,641 - \$6,617 per month
plus excellent benefits package**



Open until Filled

Apply by May 31, 2015 to be considered in the first review of applications

www.arlingtonwa.gov

The Position

The City of Arlington Washington is seeking a seasoned IT Systems Administrator to maintain enterprise wide systems including desktop and server hardware, software applications, operating systems, network connectivity, and digital and mobile voice. The ideal candidate will work closely with the IT Manager to maintain day-to-day systems and service the IT needs of office and in-field personnel. Role will include virtualization management (Hyper-V), network administration, IT security, systems administration and VoIP phone management. The candidate needs to possess strong interpersonal and communication skills, be a proactive problem solver, with a patient, positive attitude. The candidate must be able to work in a team environment and optimize our computing resources.

Essential Functions of the Job:

- ◆ Managing the daily operations of the firm's help desk and support services
- ◆ Identifying/Managing enterprise wide system improvements and upgrades and capacity planning
Installing and supporting PC and laptop hardware and software including operating system software, patches, and upgrades
- ◆ Creating user accounts and managing access control based on company policies
- ◆ Working with hardware, software, and service vendors for procurement or service agreements
- ◆ Making recommendations for infrastructure/process improvements and software standardization
- ◆ Maintain, deploy and install critical updates, using automated technologies.



- ◆ Analyzing, troubleshooting, and resolving system hardware, software, digital voice and networking issues

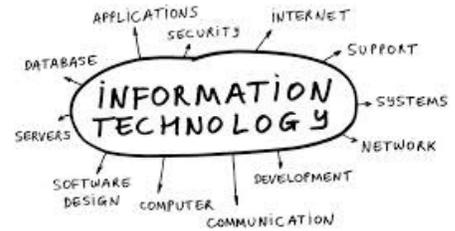
- ◆ Configuring, optimizing, fine-tuning, and monitoring operating system software and services

Position Requirements, Knowledge, Skills & Abilities

- ◆ Strong technical understanding of various hardware, software, and networking systems
- ◆ Preferred Experience with the following technologies: Hyper-V, AD and Group Policy

Management, SAN clustering, UTM firewalls (Sonicwall), Microsoft Lync, Office 365, SCCM

- ◆ Bachelor Degree or IT Certificate. Professional certificates such as Microsoft Certified Systems Engineer (MCSE), CCNA or equivalent experience.



Benefits

Health and Wellbeing

- ◆ Comprehensive medical, dental, vision, life, and disability insurance
- ◆ Employee assistance program
- ◆ Dual Insurance Incentive Program
- ◆ Optional disability, accident and other policies available
- ◆ Wellness program
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Paid Holidays

Additional Compensation

- ◆ Longevity pay

Retirement and Investment

- ◆ Washington State Dept. of Retirement Systems
- ◆ 457 Deferred Compensation Plan
- ◆ Health Reimbursement Arrangement

The City of Arlington Information Technology Department Mission Statement:

Information Technology provides the means for employees of the City to share, relay, and receive information throughout the internal network of departments, county, state, and federal government agencies, and citizens in and around the community in an efficient, effective, and secure environment. Information Technology is responsible for the entire computer and communications network for the City. The department is charged with providing an easy and accessible link between the citizens of Arlington and their local government.



The City of Arlington

The City of Arlington is a stable, financially sound organization in a flourishing community in Western Washington. The City of Arlington, a rapidly growing community of approximately 18,360 residents, is located in Snohomish County, just 12 miles north of Everett along the Interstate 5 corridor. Nestled at the base of the Cascade foothills, Arlington residents enjoy small town atmosphere and the natural beauty of country living, yet are just a short drive to Seattle's big city amenities.

Situated at the confluence of the north and south forks of the Stillaguamish River, Arlington was incorporated in 1903 after the communities of Haller City and Arlington merged. The city and the immediate area are primarily suburban and rural residential, with supporting retail and commercial enterprises. Light industrial and manufacturing businesses are located in the southern portions of the city and at the Arlington Airport, which is owned by the City.

Arlington has experienced continued growth over the last twenty years with a population increase of over 450% since 1980. Residents and businesses are drawn to the area by the availability of suitable property, accessibility to water and sewer services and the area's excellent school districts. With the city's proximity to the population centers of Everett and Seattle, Arlington continues to experience rapid growth.

How to Apply:

- ◆ Complete [City of Arlington Application for Employment](#) and include:
- ◆ Cover letter
- ◆ Resume
- ◆ A minimum of 3 professional references
- ◆ Professional certificates such as Microsoft Certified Systems Engineer (MCSE), CCNA or equivalent experience

Submit application and enclosures to:
City of Arlington
Human Resources Department
238 N Olympic Ave
Arlington, WA 98223
hr@arlingtonwa.gov
(360) 403-3441 fax (360) 403-4605
Faxed or emailed applications ACCEPTED.

Applicants who meet the requirements may be invited to participate in an interview and/or testing process.

Candidates must complete and pass each phase of the application process to continue to the next phase.

Finalist will be subject to a background check including verification of employment history, educational credentials, criminal history, and other information related to employment.