

Invites Applications for the Position of: **INFORMATION TECHNOLOGY SYSTEM ADMINISTRATOR**

**\$46.05 — \$55.97 Hourly DOQ/DOE
(\$95,778 — \$116,416 Annual Salary)**

Job Summary:

Under the direction of the Information Technology Supervisor, develops, configures, deploys, maintains and secures the enterprise network and server systems. This includes defining network and server architectures to meet business needs, recommending architectural and security standards and resolving technical problems related to the network, desktop and server systems. As part of the Information Technology team, provides support resolving end user hardware and software issues.

Essential Functions:

1. Primary responsibility for the District's local and wide area network topology and security.
2. Assists in constructing, configuring, maintaining and supporting enterprise wide systems including file, e-mail, print, web, database, backup, network, virtualization, security and cloud based services.
3. Primary responsibility for life cycle management of servers (physical and virtual), firewalls, routers, switches, data storage systems, data backup systems, backup power systems and associated software, including the evaluation, selection, acquisition, setup, configuration, deployment, and disposal.
4. Assists Information Technology staff in identifying and resolving desktop, server, peripheral, network, and security problems; creating and terminating user accounts and assignment of permissions; and conducting daily system and data backups, including media rotation offsite.
5. Coordinates operating system updates, patches and fixes for server and desktop systems including updates to backup systems and virtualized environments.
6. Primary responsibility for administrating and troubleshooting user accounts, access permissions and security settings using Active Directory and Group Policy tools.
7. Coordinates and monitors internet and e-mail filtering and virus scanning services/software to maintain the enterprise security against virus and malware attacks. Responds to security threats, detections or warnings from these systems.
8. Primary responsibility for administrating and troubleshooting backup power systems for server and network infrastructure components.
9. Primary responsibility for constructing, configuring and maintaining enterprise wide data storage.
10. Assists in configuring and administering wide area communication devices and services.

Essential Functions (Continued):

11. Administers registration and renewal of domain names and security certificates.
12. Assists in establishing backup policies with supporting technology and offsite storage services to maintain data integrity and provide for disaster recovery.
13. Recommends and assists in establishing technology user policies and procedures.
14. Makes recommendations for budget planning.
15. Ensures secure local and remote access to enterprise computing systems and information.
16. Oversees network cabling/fiber design and installation inside District buildings. Assists in the support of projectors and other multi-media devices at District office.
17. Analyzes information collected from monitoring systems to identify network security risks and determine network stability and usage.
18. Primary responsibility for administrating network related hardware/software maintenance and service contracts with outside vendors. Works with vendors to monitor and maintain network firewalls, routers and switches.
19. Performs other related duties as assigned.

Qualifications:

Must have a combination of education, training and experience, which demonstrates knowledge and skills necessary to perform the job duties. The Information Technology System Administrator must have experience working independently, exercising good judgment and in following projects through to completion.

A typical qualifying background is:

1. Proficient with Windows Server operating systems including Server 2012R2 to 2019;
2. Proficient managing servers in a highly virtualized environment including VMware ESXi and vCenter experience;
3. Proficient managing a Microsoft Active Directory domain environment including GPO;
4. Working knowledge of Microsoft Exchange 2016 and 365;
5. Working knowledge of Microsoft Office 2016 and Office 365;
6. Working knowledge of maintaining a network environment including Cisco ASA and Layer 3 switching technologies including Cisco AnyConnect VPN;
7. Two years of experience in installing software and hardware and troubleshooting problems in PC environments;
8. One year of experience with working in a Microsoft SQL database environment;
9. Strong user support skills and problem solving (debugging) skills;
10. Sound communication skills; and
11. Experience in learning new systems quickly and effectively.

Qualifications (Continued):

Additional desired qualifications include:

1. Experience in end-user training;
2. One year experience Microsoft with SQL databases;
3. One year experience with ESRI, AutoCAD, and MC2 software;
4. Microsoft SCCM or other system management suites preferred;
5. Two years of experience with SharePoint or other portal software;
6. Experience maintaining an Enterprise VoiP phone system;
7. One year experience with managing Smartphones and tablets in an Enterprise environment;
8. Associate or Bachelor's degree in computer science or other related field of study.

Must have a valid California driver's license and must be acceptable to the District's automotive liability insurance carrier.

Must establish and maintain effective working relations with other personnel and promote good relations with the public.

Benefits:

The District provides the following benefits:

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred compensation match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

The District:

Vista Irrigation District (District) was formed in 1923 to provide water to the community of Vista. The District also supplies water to portions of the cities of Escondido, Oceanside, San Marcos and some unincorporated areas of San Diego County. Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees.

The District (Continued):

Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work. Vista has been recognized in a national publication as being one of the “50 fabulous places to raise a family.” In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

The District supplies potable water to over 29,000 customers in a 21,152-acre service area with a population of nearly 133,000 people. The District receives local water from Lake Henshaw, which it owns, imported water from Northern California and the Colorado River via the San Diego County Water Authority (Water Authority) and the Metropolitan Water District of Southern California and desalinated seawater from the Claude “Bud” Lewis Carlsbad Desalination Plant via the Water Authority. The District currently employs 87 people.

The Information Technology System Administrator is a non-exempt position and eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy.

Vista Irrigation District is “an equal opportunity employer” and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained herein may be modified or revoked without notice.

Selection Process:

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

To help streamline the application and hiring process, we have implemented new recruiting software. All applicants will apply via our website at www.vidwater.org under the “careers tab”. **We will no longer accept paper applications.** You will need to upload your resume and cover letter on our new application portal.

Job offers are contingent upon a pre-employment medical examination and drug testing.

Oral interviews and testing will be done in compliance with local and state COVID-19 protocols and may include remote interviews as well as onsite physically distanced interviews/testing.

Open Until Filled