



# Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County  
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

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**Job Number: 2019-17**  
**Posting Date: 11/5/19**  
**Closing Date: 11/19/19**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	SYSTEMS AND DATABASE ADMINISTRATOR	<b>PAY GRADE:</b>	170
<b>DEPARTMENT:</b>	INFORMATION TECHNOLOGY	<b>PAY RANGE:</b>	\$51,000 - \$71,400
<b>SUPERVISOR:</b>	DIRECTOR OF INFORMATION TECHNOLOGY	<b>REVISED:</b>	AUGUST 2019
		<b>EXEMPT</b>	

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### JOB SUMMARY:

Responsible for functioning as a top technical expert supporting an enterprise technical infrastructure. Study and analyze system needs, system development, systems process analysis, design, and re-engineering. Work with the organization to solve business problems with technology including hardware, software, databases, operating systems, and networks. Design and define information technology (IT) system architecture for integration of multiple platforms, operating systems, and applications across the organization.

### ESSENTIAL JOB FUNCTIONS:

1. Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware.
2. Perform server administration tasks, including user/group administration, security permissions, group policies, print services, and resource monitoring.
3. Monitor datacenter health using pre-existing management tools and respond to hardware issues as they arise; help build, test, and maintain new servers as needed.
4. Verify the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs and verifying completion of scheduled jobs such as backups.
5. Installation and maintenance of network hardware, including switches, cabling, servers, NAS, iSCSI SAN, Wireless APs.
6. Establish, maintain, document and manage Active Directory/Exchange user accounts.
7. Ensure high availability and acceptable levels of performance, security and capacity for mission critical technological resources and provide periodic performance reporting to support capacity planning.
8. Interact with the service desk and other team members to assist in troubleshooting, identify root cause, and provide technical support when needed.
9. Assist in evaluating and selecting technology vendors to gain insight into new technologies, services and solutions.

10. Assist in ensuring all data shared internally, externally, or via the web meets security guidelines.
11. Participate in on-call rotation as needed; monitor and escalate alert notifications 24/7.
12. Perform a variety of tasks and assist with special projects as assigned.
13. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Perform other duties as assigned.

**JOB STANDARDS:**

**Education and Experience:**

High school diploma or equivalent plus 5 or more years of related experience. A combination of education, training and experience may be substituted at the Clerk's discretion.

**Licenses/Certificates:**

**Required:**

Cisco Certified Network Administrator or ability to obtain within first 6 months of employment.

**Preferred:**

VMWare Certified Professional: Data Center Virtualization; Microsoft Server Certified; Experience with iSCSI storage; and MCSA: SQL Server Database Administrator.

**EQUIPMENT USED:**

Personal computer, copier, facsimile, phone

**ESSENTIAL SKILLS & QUALIFICATIONS:**

- Ability to communicate effectively and professionally orally and in writing.
- Service-oriented mentality, providing excellent customer service.
- Strong analytical and decision-making skills.
- Experience in troubleshooting complex computer and networking issues.
- Experience installing, updating, and supporting operating systems such as Windows server.
- Experience within installing, updating, and supporting VMWare vSphere.
- Experience with backups, restore and recovery models.
- Experience implementing operational automation using scripts.

**ESSENTIAL PHYSICAL SKILLS:**

**Constant:**

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer, ability to sit for long periods of time.

**Frequent:**

Ability to lift up to 50 lbs. Ability to stand for long periods of time. Ability to push/pull loaded cart weighing up to 100 lbs. throughout government complex as part of equipment installation. Ability to climb ladders for equipment installation. Ability to repeatedly bend, stretch, stoop and/or squat.

**WORKING CONDITIONS:**

Office environment with constant public exposure.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

**The Clerk of Circuit Court is an Equal Opportunity Employer.**

**\*\*Employment preference is given to applicants who do not use a tobacco product(s)\*\***

Complete on-line application via Hernando County Clerk of Circuit Court website, [www.hernandoclerk.com](http://www.hernandoclerk.com), by selecting Administration, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.

**If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at [www.typingtest.com](http://www.typingtest.com), print the results and attach to your on-line application.**