

## **Systems Administration Team Lead**

Administration

Starting annual salary: \$73,673.08

Application deadline: December 2, 2022

The Mississippi Department of Archives and History is recruiting a Systems Administration Team Lead to serve in the information systems section of Administration. This supervisory-level position will manage the agency's System Administrators and Network Infrastructure specialist. This individual will ensure that all agency servers and software are up to date and performing correctly and will serve as the primary agency cyber security officer. This position will manage the agency HelpDesk system, assigning tickets to team members and ensuring that all issues are resolved promptly. This individual is responsible for agency hardware and software and will manage agency equipment inventory, including tagging and accounting of all agency IT equipment for annual equipment audits. This individual should be available to work occasional evenings and weekends.

This individual should possess:

- Strong customer service skills.
- Supervisory and management skills.
- Ability to work independently and as part of a team.
- Detail orientation with strong communication abilities.
- Willingness to work outside the regular work schedule when required.
- Willingness to travel to remote sites within the state.
- Basic understanding of installed systems Microsoft Windows 7, 10, and Microsoft 365, 2013, 2016.
- End-user IT desktop support experience.
- Desktop hardware setup and support experience (PC, scanner, printer, etc.).
- Ability to lift up to 50 pounds.

Preferred education and experience:

- Bachelor's Degree and 10+ years of IT experience with emphasis in multi-platform hardware and software systems and systems administration.
- Experience working with the following programs: VM-Ware, Microsoft Servers, Linux Servers Firewall Security Solutions, Switches, Wireless AP, Microsoft Office 365, Back-up Solutions, Two Factor Authentication, SAN Technology

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6865.

The Mississippi Department of Archives and History is an equal opportunity employer.