

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

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TO: All Departments
FROM: Tamara Lyons, Director of Information Systems
DATE: September 10, 2020
RE: Job Vacancy

CLASSIFICATION: SENIOR SYSTEMS ADMINISTRATOR

SALARY: \$42,399.05

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Bachelor's Degree from an accredited four-year college or university in computer science, data processing, business information systems, or a related field; **AND** Two (2) years of directly related experience in PC/LAN environments.

OR

An Associate's Degree in Applied Science in a Technical Program in an area of Information Technology approved by the IT Professional Development Committee or a Certificate of Completion from a Mississippi Coding Academy, or its equivalent; **AND** Two (2) years of directly related experience in PC/LAN environments.

OR

An Associate's Degree from an accredited two-year college in computer science, data processing, business information systems, or a related field; **AND** Four (4) years of directly experience in PC/LAN environments.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); **AND** Six (6) years of directly related experience.

Substitution Statement:

Related education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals (ICCP) Certificate based on successful completion may be substituted for one (1) year of the required experience (certificate must be attached).

Job Duties and Responsibilities:

- Responsible for resolving complex operational problems and coordinating the administration of the system.
- Functions as webmaster for the agency.
- Monitors the system applications to track operating efficiency.
- Develops and maintains a comprehensive disaster prevention and recovery plan for hardware failure, communications failure, and backup recovery for Hudspeth Regional Center.
- Creates and maintains documentation as it relates to system configuration, mapping, processes, and service records.
- Ensures archiving and system backups, are carried out on a regular basis.
- Ensures hardware, software, and network problems are resolved in a timely & effective manner.
- Provides support and assistance to users of personal computers to enable them to make the optimum use of available hardware and software features (training).
- Complies with agency policies, plans and decisions as well as promotes and supports high standards of confidentiality with no substantiated incidences or reports of non-support.
- Performs related or similar duties as required or assigned.

Applications will be accepted in the Human Resources Department through **September 23, 2020**.
If interested, please contact Tamara Lyons at (601) 664-6067.

The State of Mississippi/Hudspeth Regional Center is an Equal Opportunity Employer