



City of Milpitas

We invite applications for the position of: **Systems Administrator**

Annual Salary Range: \$ 94,593.46 - \$124,512.96

Post Date: September 25, 2016

Close Date: Until filled

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 75,521, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

Operates and administers application server resources including provision of technical support for operating system, database, application, and emulation software to provide maximum availability and access.

What You Will Do

Duties may include, but are not limited to, the following:

- Assists with analyzing the growth needs of the City's application server resources, to ensure the acquisition and timely implementation of required resources.
- Maintains expertise in City standard application server hardware, operating systems and software products.
- Participates in application server hardware and software acquisitions, installation and maintenance.
- Provides technical support for operating system, application, emulation and database software.



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- Provides systems administration, basic database administration and technical support for the City's systems.
 - Provides the security function, system backups and data recovery processes.
 - Ensures that the resolution of client assistance and service requests are achieved within previously approved performance measures and client directed service levels.
 - Participates on project teams to ensure successful implementation of new systems or upgrades to existing systems.
 - Assists the Operations Manager with hardware and software vendors for the proper acquisition, installation, operation and maintenance of City application server resources.
 - Establishes and evaluates backup strategy based on application requirements.

Experience and Education

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems Management or a closely related field.

Four years of increasingly responsible experience in the operation and administration of application server resources.

Microsoft Certification (MCSA or MCSE) is highly desirable.

Experience with HP, Lenovo, or Dell Server Hardware installation and maintenance is highly desirable.

License and Other Requirements

Possession of or an ability to obtain and maintain a valid driver's license from the State of California

Special Requirements

Hours may include weekends and holidays. Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.



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Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, resume, and copies of required certificates online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Management/Confidential bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/UPEC-Mid-Mgmt-Confidential-Unit.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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Supplemental Questionnaire

Please answer the following question and submit with your application. Please limit your response to one page per question.

1. Describe your background in using your knowledge and experience to improve systems, processes, or user experience?
2. When you face a challenging problem, would you prefer to develop a solution yourself or would you rather work with a team? Please provide an example.
3. Please share examples of backup and restore strategies that worked well in your previous job experiences.
4. How do you stay current with changing technology? What resources do you use and how do you stay motivated?