

CITY OF GILROY IS HIRING

SYSTEMS ADMINISTRATOR

Finance Department

Information Technology Division

\$9,519.67- \$13,074.67 Monthly Plus Excellent Benefits!

Initial salary placement is typically at the entry point of the range unless the candidate has prior experience which may warrant initial placement within the range.

Opportunity to work a 9/80 work schedule with every other Friday off. This is a full-time, on-site position, designed for direct collaboration with the team and active participation in daily operations.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, and inclusion. Join our team!

ABOUT THE POSITION

The City of Gilroy is currently recruiting for a full-time Systems Administrator to join the Information Technology Division within the Finance Department. In this exciting opportunity, the Systems Administrator will work under the direction of the Information Technology Manager and will lead large scale projects, including those involving mission critical services. This position is responsible for initiating, maintaining, and overseeing all server and storage systems including Public Safety. This includes preventative maintenance, process improvements, diagnostic routines, and ongoing technical support. Responsibilities may include supervising Information Technology staff and managing technology resources to support departmental goals. The role also involves analyzing business needs to identify effective technology solutions, as well as managing the design, implementation, and maintenance of enterprise applications and server infrastructure. Bring your expertise to a dynamic team, where you'll perform system upgrades to ensure reliability and optimal performance. This position also offers the opportunity to develop and maintain Information Technology policies and documentation, contributing to the division's strategic vision, and handle materials and information with strict confidentiality. This position is an exempt, mid-management, professional level position.

THE TEAM AND DEPARTMENT

The City's Information Technology Division is a small, close-knit team of dedicated professionals committed to delivering reliable, efficient, and forward-thinking technology services that support the City's mission of serving the community. We collaborate by leveraging our diverse experience and expertise to solve problems, implementing innovative solutions, and supporting internal departments. Information Technology staff values teamwork, continuous learning, and open discussion of emerging technologies to strategically enhance city operations. Through a strong focus on customer service, technical support, and knowledge sharing, we aim to maximize staff effectiveness and continuously improve the City's overall technology environment.



APPLICATION CLOSING DATE:

October 21, 2025

INTERVIEW PANEL DATE:

November 5, 2025

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- A completed application along with responses to the supplemental questions.
- Detailed resume focusing on relevant work experience and education.
- Cover letter that explains your specific interest in this position is preferred.
- Copies of Microsoft 365 Administration certificates dated within four years.

Apply at

www.CityOfGilroy.org/jobs



CANDIDATE PERSPECTIVE/ LEARNING OPPORTUNITIES

This position offers the opportunity to work with a broad range of systems and applications within the City's technology environment. Key projects include migrating desktop and server operating systems to the latest versions of Windows and supporting cybersecurity initiatives such as the implementation of a next-generation internet protection solution. This role will also be involved in the transition of the City's internal and external domain name systems to a secure .gov domain. Looking ahead, future initiatives include upgrading our enterprise storage infrastructure to enhance multi-site redundancy and resiliency, as well as modernizing the City's telephony (VOIP) communication systems.

THE IDEAL CANDIDATE WILL

- Provide exemplary customer service skills to include timely and accurate responses to internal customers and departments.
- Work well in a team-oriented environment, collaborating effectively with fellow IT staff and other departments.
- Have a wide array of system administration expertise and I.T. experience, preferably in the public sector.
- Experience with Microsoft 365, including Identity and Exchange Online administration.
- Knowledge of on-premise Microsoft environments, including file services and databases.
- Familiarity with VMware server virtualization technologies.
- Understanding of enterprise production storage arrays.
- Experience with endpoint protection tools, including antivirus solutions and patch management systems.
- General knowledge of network connectivity, including basic troubleshooting and configuration principles.
- Experience installing and configuring computer equipment, including personal computers, servers, multi-function devices, network printers, etc.
- Experienced in analyzing, diagnosing, and resolving software problems including communication equipment.
- Have a positive demeanor to interact and communicate effectively with others.
- Have relevant experience to provide technical instruction to City staff.
- Be able to analyze, plan, coordinate, schedule, support, and administer the citywide servers, which include domain controllers, mail, patch management, virus control, and backup servers.
- Stay updated on latest industry technologies and systems; maintain expertise in city standard hardware and software products and maintain an awareness of advances in technology as they relate to City needs and objectives.



EXAMPLES OF FIRST YEAR PROJECTS/ASSIGNMENTS:

- Complete the migration of Police Department endpoints to Windows 11
- Upgrade all Windows Server operating systems
- Plan the transition to a new .gov domain, including domain structure and migration strategy
- Evaluate the existing server virtualization environment and provide recommendations for improvement and potential upgrades

QUALIFICATIONS

- Bachelor's degree in computer science, information systems, or a related field of study from an accredited college or university; **OR** an Associate's degree in a related field of study from an accredited college plus at least two (2) Microsoft 365 Administration certifications dated within four years of employment application.
- Five years of related work experience. Experience with municipal public safety applications is preferred.
- Proficiency in the administration, configuration, and use of Microsoft's 365 and Windows Server domain environments.
- Must obtain one (1) Microsoft 365 Administration certification within one year from date of hire. This certification is in addition to the two Microsoft Administration certifications noted above.
- Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s).
- Pass a detailed employment background check including a Department of Justice and Federal Bureau of Investigation criminal record check for employment.
- Pass a post-offer medical examination, which includes a drug test.
- Prefer non-tobacco user.

REPRESENTATION:

Gilroy Management Association (GMA)

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at: www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Human Resources can be reached at: (408) 846-0228

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- Detailed resume focusing on relevant work experience and education
- Copies of Microsoft 365 Administration certificates dated within four years

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (including testing for psycho-active marijuana metabolites), given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

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