



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Systems Administrator – LE  
(22415)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

*Sheriffs Department*  
(10)

**Revision Date:** January 2008

**General Description:** This is a professional position. The incumbent manages the Network to support the Sheriffs Department users with hardware and software and provide user support for all AS400 applications used by the Sheriffs Department personnel.

**Organization:** The Systems Administrator reports directly to the Systems Administrator-Senior or IT Systems Engineer and supervises no staff.

### **Essential Functions:**

- Maintains setup and maintenance of Application Security (User profiles and menus).
- Maintains policy and training documentation.
- Performs user training and Application Support.
- Troubleshoots hardware and software problems.
- Determines user needs and development of procurement.
- Tests new applications and/or upgrades.
- Budgets, procures, and implements new/replacement hardware and software.
- Maintains automated inventory of all hardware and software.
- Works with vendors to resolve application problems.
- Performs quality control of data (e.g. deletion of records)
- Maintains the Sheriffs Department webpage with additions and modifications as requested and makes recommendations for modifications.
- Serves as a liaison between the Sheriffs Department and the Information Technology Department.
- Acts as backup to the Systems Administrator-Sr/IT Systems Engineer.
- Performs related work as assigned.

### **Working Conditions:**

- A. Hazards
  - None Known
- B. Environment
  - Office
- C. Physical Effort
  - Minimal
- D. Exempt

**Knowledge, Skills and Abilities:** Ability to analyze user needs, report findings, and provide recommendations with minimal direction, required. Effective oral and written communication skills. Must have in-depth knowledge of computer systems and be familiar with Incident-Based Reporting. Skill to administer a Local Area Network in a Windows NT/2000 environment. Proficient in the utilization of Microsoft Office Applications and records management policies and able to conduct training in the use of utilized systems.

**Education, Experience and Training:** Bachelor's degree in computer science or related field required with three (3) years of related experience required; Networking experience desired; Background in Law Enforcement and/or Information Systems preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Special Conditions:**

- Serves at the will of the Sheriff
- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule