SARASOTA MANATEE AIRPORT AUTHORITY
JOB OPPORTUNITY ANNOUNCEMENT

SYSTEM ADMINISTRATOR
Full Time, Exempt

Starting Salary Range: $48,611 - $55,902
Salary Grade Range: $48,611 - $72,917

Posting Date: 1-27-17
Closing Date: Open Until Filled

Under limited supervision, assists management with administering and troubleshooting systems and software on workstations and servers. Plans, organizes and coordinates the application support for multiple applications. Coordinates the interaction between users of computer applications, the Information Systems Department and related vendor support personnel. Is responsible for implementation of assigned new applications and ongoing enhancements. Assesses business needs, recommends and implements information technologies through research, analysis and benchmarking to provide system solutions which meet customer needs and SMAA strategic goals. Consults with and assists users in making the most effective use of computer applications through training, testing, system monitoring, and problem resolution. Competent to work in all phases of application system analysis and project activities. Complies with corporate and departmental policies and procedures.

MINIMUM QUALIFICATIONS: Bachelor's degree in Computer Science or Management Information Systems or equivalent experience on a one-to-one year basis

PREFERRED QUALIFICATIONS: Two to four years' experience in Microsoft administration, computer programming and/or systems analysis, four years Microsoft administrator experience, at least one-year experience in a help desk or similar support role

LICENSES AND CERTIFICATIONS: Network Certification - Microsoft Certified Solutions Associate (MCSA) **preferred**, SQL database administration knowledge and experience **preferred**, any certifications in Office365, SharePoint or other Microsoft related technologiesO9I **preferred**

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TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.srq-airport.com; or, calling 941-359-2770 ext 4212 or ext 4231.

   Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024. Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.

2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.

3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.

4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

5. Your application will not be considered unless complete answers are provided to all questions on the application.

6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug test prior to being hired.

SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION

Job Code: 1037
Date Approved: 01/17
Grade: 32

JOB TITLE: System Administrator

REPORTS TO: Manager, Information Technology Services (ITS)

DEPARTMENT: Administration

FLSA STATUS: Exempt

JOB SUMMARY

Under limited supervision, assists management with administering and troubleshooting systems and software on workstations and servers. Plans, organizes and coordinates the application support for multiple applications. Coordinates the interaction between users of computer applications, the Information Systems Department and related vendor support personnel. Is responsible for implementation of assigned new applications and ongoing enhancements. Assesses business needs, recommends and implements information technologies through research, analysis and benchmarking to provide system solutions which meet customer needs and SMAA strategic goals. Consults with and assists users in making the most effective use of computer applications through training, testing, system monitoring, and problem resolution. Competent to work in all phases of application system analysis and project activities. Complies with corporate and departmental policies and procedures.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Analyzes and documents complex application and software systems.

Performs Systems Analysis/Database support/Programming and Training.

Performs analysis and makes recommendations in areas that require a high level of technical competency.

Provides technical training, guidance, and resource support for end users and Departmental staff.

Provides application support and enhancements to existing applications. Defines system requirements, priorities, and viable alternatives. Coordinates the efforts of staff to locate, assess, install, test, and maintain computer software systems. Coordinates conversions and upgrades to vendor systems.

Provide system support for Windows OS and desktop applications, to include Office 365 applications such as Word, Excel, Power Point, Access, Outlook, and Internet browsers among others.

Assists in monitoring and controlling Airport computer systems, including security access (badging) equipment, internet connections, work order systems, flight information displays, noise monitoring systems, common uses computers, etc.

Assist with administrative tasks including creating, maintaining and deleting user accounts in multiple systems, setting up print servers, maintaining email accounts, organizing and filing paper and electronic records, and generating correspondence and reports.

Works with departments to ensure proper and effective computer records management, electronic form development, audit procedures, and valid software licensing documentation.

In addition to all accountabilities of the Systems Administrator position, assumes leadership role, utilizing broader knowledge and high level technical skills.

Assists in developing user documentation and departmental policies and procedures that impact the use of application systems.

Continues to develop professional skills in the information systems and airport fields through trade magazines, manuals, seminars, and courses.

Provides leadership and coordination on projects assigned.

Performs complex Systems Administrator duties on a regular and continuous basis

Troubleshoots software and mobile data computer system problems.

Writes reports collecting information from various computer systems.

Corrects data-entry errors and performs routine maintenance on software and application systems.

Acts as a liaison between the IT department and vendors.

Demonstrates problem solving and communicates operating procedures to users.

Develops or revises software programs as requested or as needed to fulfill specific department or Authority needs.

Other Job Responsibilities:

May supervise support staff.

Performs other related work as required.

MATERIALS AND EQUIPMENT USED

Computer, Software, Cable, Cable tools, Computer Manuals, Network Operating Systems, Computer Peripherals, Communications Equipment

MINIMUM QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

Bachelor's degree in Computer Science or Management Information Systems or equivalent experience on a one-to-one year basis

Two to four years' experience in Microsoft administration, computer programming and/or systems analysis, **preferred.**

Four years Microsoft administrator experience, **preferred**.

At least one-year experience in a help desk or similar support role, **preferred**.

Licenses and Certifications:

Network Certification - Microsoft Certified Solutions Associate (MCSA), **preferred.**

SQL database administration knowledge and experience**, preferred**

Any certifications in Office365, SharePoint or other Microsoft related technologies, **preferred**.

Knowledge, Skills, and Abilities:

Knowledge of Windows/Linux server configuration and management, Windows client management, printer management and repair, virtualization, networking concepts, security best practices, SharePoint, SQL, PHP, HTML, CSS, JavaScript, PowerShell, and VoIP technologies are all beneficial.

Knowledge of information systems, including some familiarity with financial /business applications such as Microsoft Dynamics and ability to plan and perform medium- to large-scale computer projects.

Knowledge of PC Installation and support for Windows workstations (including repairing hardware and OS software configurations)

Knowledge of installation and maintenance of Windows 2012 and other applicable Server systems.

Ability to install, configure and manage Windows 2012 Servers, Windows Domains, Active Directory, Group Policies, Office365 and other related Server systems.

Ability to coordinate the installation, configuration, and maintenance of application components

Ability to work on projects/systems/issues of medium to high complexity

Ability to produce and update systems documentation as needed

Ability to work in a fast-paced technology-focused environment

Ability to provide 24/7 on-call support (as scheduled)

Ability to manage workloads and meet deadlines

Ability to quickly resolve problems under pressure

Ability to take direction well, while also being able to take initiative

Ability to establish and maintain effective working relationships with superiors, fellow employees, and the general public

Strong written, verbal communication, and customer-service skills with the ability to work effectively with diverse groups of people at various levels within an organization

Physical Requirements:

Ability to physically perform job related functions involving recurring bending, crouching, stooping or lifting of moderately heavy items.

The ability to lift 50 pounds to at least chest level.

The ability to sit or stand for extended periods.

The ability to independently operate a motor vehicle.

The ability to work nights and weekends if necessary to maintain system availability.

The System Administrator must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As a System Administrator, the employee must have the mental capacity to provide support to all departments; must be capable of successfully interacting with employees, outside agencies and the general public; develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the general public and have the mental capacity to provide support to the Manager, ITS.

Environmental Requirements:

The System Administrator generally works in an office environment, and inside the airport terminal.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the System Administrator if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the System Administrator and is subject to change at the discretion of the Airport Authority. ***ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.***

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Physical/Mental Requirements

Job Title: System Administrator **Job Code: 1037**

Date: 01/17

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing		X		
Sitting		X		
Walking		X		
Lifting		X		
1-10 lbs.		X		
11-20 lbs.			X	
21-35 lbs.			X	
36-50 lbs.			X	
over 50 lbs.			X	
Carrying		X		
Reaching		X		
Climbing			X	
Driving				X
Written Communication		X		
Oral Communication	X			
Reading	X			
Hand Dexterity	X			
Reasoning	X			
Decision Making		X		
Analyzing	X			
Sensory	X			
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.

SARASOTA MANATEE AIRPORT AUTHORITY

SUMMARY OF BENEFITS
Full Time Employees

Employer Paid Benefits:	Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to $100,000; spouse is insured for $5,000; dependent is insured for $2,500)	The first day of the month following your 30 day waiting period
Travel Insurance	Immediate
Employee Assistance Program	Immediate
Short-Term Disability (100% paid by SMAA)	1 year
Sick-Time	90 days
Vacation Leave	6 months
Retirement Plan (A 401 plan administered by the Principal Financial Group)	6 months
Reimbursement for Continuing Education	6 months
Floating Holidays	6 months
National Holidays	Immediate
Special Discount Programs (Varies)	Immediate
Voluntary/Optional Benefits:	Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)	Immediate
Deferred Compensation Plan (Voluntary – payroll deduction)	90 days
Group Term Life, Supplemental Medical, and Long Term Disability Insurance (Voluntary – payroll deduction)	The first day of the month following your 30 day waiting period