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Systems Administrator

JOB CODE	JOB FAMILY	PROFILE
JCP249	**Information Technology**	**Systems Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$26.96 - $41.80**	**November 5, 2026**

The Systems Administrator installs, updates, maintains, and administers various operating systems across multiple platforms. Assists in maintaining the integrity of network structures and support routines. Provides system administration services and modifies procedures to solve complex problems using available resources. Provides second-level support for end-users.

Job Description

DUTIES AND RESPONSIBILITIES

- Works as a member of a team performing systems administration tasks under the direction of a senior Systems Administrator to complete projects on time and within the assigned budget.
- Completes assigned work orders and service requests in accordance with departmental standards. Provides second-level support for end-users.
- Maintains assigned systems by proactively monitoring and applying patches, ensuring successful backups, monitoring performance and usage, and following up on issues with the appropriate staff.
- Installs, configures, and maintains applications across various operating systems.
- Documents unique issues for assigned systems and ensures technical support staff have the necessary information to troubleshoot and/or restore services.
- Assists in the development and maintenance of relevant configuration files as technology evolves and new equipment is introduced.

- Collaborates with other Systems Administrators to train departmental and user personnel and provides technical assistance.
- Reports on project phases to ensure accuracy, timeliness, and effective use of resources.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Computer Science, Information Systems, or related field.
- Zero (0) years of increasingly responsible work experience in the following functional areas: data processing techniques, types of hardware and software currently used to process data with different levels of complexity, or Information System development lifecycle and design principles using flowcharting techniques and prototype development tools.

Any equivalent combination or related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Experience in server operating systems and or network operating systems.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled.
- Working surface is typically dry.

- Worker often works alone, either with or without directions from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer keyboard, a printer, a photocopy machine, a facsimile machine, and a calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to use reason and judgment in performing essential duties.
- Must be able to read, understand, and apply knowledge of computer and data communications systems and operations.
- Must be able to write proposals and reports with proper format, and to verify the accuracy of information contained in reports.
- Must possess technical writing abilities.
- Must be able to organize and prioritize numerous tasks.

PHYSICAL FUNCTIONS

- Work is primarily sedentary, with opportunities to stand/walk as needed typically being available throughout the workday.
- Must be able to bend at the waist and twist/rotate as necessary.
- Must be able to work with arms bent or extended away from the body or overhead, and be able to push/pull with arms as needed.
- Must be able to lift and carry items such as paperwork and computer equipment.
- Must be able to crouch and kneel as necessary.
- Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform essential duties.
- Must be able to coordinate the use of hands and eyes in the operation of equipment, such as a computer and a calculator.