

# Texas Job Order Print Document

Job Order: **14156989**

Print Date: **8/21/2020 11:22:33 AM**

Office: **252 WF Sol MRG Carrizo Springs**

LWDB: **Middle Rio Grande WF Board**

## Employer Information:

Employer Name: **MIDDLE RIO GRANDE DEVELOPMENT**

How to Apply: **By Mail, In Person, At the Nearest One-Stop**

Company Website: **NA**

Application Comments: **Please visit your local Workforce Solutions office to register in Work in Texas. All interested persons should submit an application, resume, and copies of transcripts to the Middle Rio Grande Development Council, Human Resource Director, at P.O. Box 1199, Carrizo Springs, Texas 78834.**

**Application deadline for this position will be kept open until filled.**

**Middle Rio Grande Development Council is an equal opportunity employer and auxiliary aides and services may be made available upon request to individuals with disabilities. Our Voice or TDD telephones (830) 876-1260 or main number is (830) 876-3533.**

## Location:

Main Address:

**MIDDLE RIO GRANDE DEVELOPMENT  
307 West Nopal ST.**

Mailing Address:

**PO BOX 1199**

**CARRIZO SPRINGS, TX 78834-7199**

**CARRIZO SPGS, TX 78834-7199**

## Contact:

Contact: **BONNIE S. BROWN**

Title: **Human Resource Director**

Phone: **(830) 876-3533  
x1228**

Fax:

Email: **bonnie.brown@mrgdc.org**

## Job Details:

Occupational Code: **15114200 Network and Computer Systems Administrators**

Job Title: **IT Administrator (Carrizo Springs)**

Industry Code: **925120 - Administration of Urban Planning and Communit**

Number of Positions: **1**

Referrals: **50**

Earliest Date to Display: **8/6/2020**

Last Date Job Order Will Display: **9/6/2020**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

## Job Duties and Skills:

Description:

**Business hours of operation: Monday to Friday, 8am to 5pm, but will require at times working outside normal business hours.**

**IT Automation Systems Supervisor** position will require a Bachelors degree in computer science or related field; years of experience may substitute for formal education with at least five years of cumulative responsible experience in providing network management and support in a hybrid environment running data, video and voice services. The network hosts on the data side operates on an MS Windows 2019 Active Directory - responsibilities and tasks include setting resources access and security; setting end user authentication; managing network file sharing, network printing, terminal services, terminal emulation services; managing intra and internet network access; managing e-mail services on Google G Suite; administering relational databases in a Windows 2102 environment with MS SQL 2014; setting up and managing network traffic on Cisco switches and secure routers; maintain active TI, Fiber and Cable lines; administering MS ISA 2006 firewalls; Internet DNS presence and coordinating website maintenance; providing systems maintenance guidance to subordinate technical staff and direct network End Users support by phone and in person on applications' operation and maintaining computer systems and peripherals; apply servers' patches and upgrades; install and update applications on servers; manage third party network consulting contract services and projects; manage network nodes' enterprise F-secure security system and servers' backup and restore services; and wireless networking, etc. On the video services side the network runs a video teleconferencing system consisting of a video bridge managed by 3<sup>rd</sup> party and four Polycom Group Presence real500 systems and the voice over IP Services is provided by Vonage. In-region and out-of-region travel with overnight lodging may be required.

**Application deadline for this position will be kept open until filled.**

### **Equal Opportunity Employer!!!**

Special Software/Hardware Skills Needed: **Yes**

Special Skills: **Bachelors degree in computer science or related field;Google G Suite; administering relational databases in a Windows 2102 environment with MS SQL 2014; setting up and managing network traffic on Cisco switches and secure routers; maintain active TI, Fiber and Cable lines; administering MS ISA 2006 firewalls; Internet DNS presence and coordinating website maintenance; manage network nodes enterprise F-secure security system and servers backup and restore services; and wireless networking, etc. Video teleconferencing system consisting of a video bridge and four Polycom Group Presence real500 systems and Vonage voice over IP Services.**

### **Job Requirements:**

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **Bachelor's Degree**

Months of Experience: **60**

Requires a Drivers License: **Yes, Operator License**

Near Public Transportation: **No**

Drivers License Certification: **Private Vehicle class**

Drivers License Endorsements:

### **Compensation and Hours:**

Minimum Salary: **48000.00 Year**

Maximum Salary:

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **40**

Shift: **Day**

Benefits: **Medical, Dental, Life Insurance, Vacation, Sick Leave, 401K, Retirement/Pension**

Other Benefits: **Salary range starts at \$48,000 depending on experience. In-region and out-of-region travel with overnight lodging may be required.**

### **Job Order Information to be Displayed Online:**

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

## Job Application Information Needed:

### Req Section

- ☒ Contact Information
- ☒ Employment History   ☒ Allow individuals that have never had a job to apply (eg. College graduates)
- ☒ Education History
- ☒ Certifications
- ☒ Desired Job Type

### Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

### Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **8/21/2020**