

# MARTIN COUNTY PROPERTY APPRAISER

## JOB TITLE: Systems Administrator

**SUMMARY:** The position supports the Property Appraiser's Office technological infrastructure, while collaborating with the Information Technology team, to effectively manage, optimize, and secure various systems, software, and hardware components. Primary responsibilities include optimum availability and operation of the server and network infrastructure to ensure minimal business impacts. This involves the configuration, maintenance, security, and reporting for local computer systems, cloud systems, virtualized systems, and networking within the Office environment. Additional responsibilities include providing technical support for various software and hardware issues by offering guidance to users, taking ownership of problem resolutions, conducting technical research and troubleshooting, and/or acting as a contact for onsite and remote users. This position reports to the Information Technology Department Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include:

### **Server & Datacenter Management:**

- Administer, monitor, and maintain physical Dell hosts with a VMware virtualized environment.
- Administer, monitor, and maintain Windows Server environments, including Active Directory, Group Policy, etc.
- Manage user accounts, permissions, and access controls to ensure security and compliance.
- Perform daily system monitoring to verify the integrity and availability of hardware, server resources, systems, and key processes.
- Perform backup operations according to data retention policies and operations, ensuring all required file systems and system data are successfully backed up to appropriate media.
- Apply OS patches and upgrades regularly and upgrade administrative tools and utilities.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization. Configure CPU, memory, and disk partitions as required.
- Resolve system errors or failures. Identify system problems and implement corrective actions. Address problems in hardware, software, and procedures.

### **Cybersecurity & Networking Management:**

- Manage and configure routers, switches, and other networking devices to ensure optimal performance and security.
- Monitor network performance and troubleshoot network issues to minimize downtime.
- Implement and enforce security technologies to protect IT infrastructure and data.
- Conduct regular security assessments and vulnerability scans to identify and mitigate risks.
- Ensure compliance with industry standards and regulatory requirements.
- Support the development of annual risk assessments, as well as maintain the substantial number of existing risk assessments related to compliance, security, and technology.
- Maintain a proactive patching, upgrading, and maintenance cycle on physical networks, desktop and laptop computers, servers, operating systems, 3rd party applications, firewalls, switches, and routers to reduce the organization's risk.
- Assist in developing, implementing, and testing documentation related to incident response, continuous operation, and disaster recovery.

### **Office Hardware, User Management, Other:**

- Create new users in the Active Directory/Office365 environment and assist with training end users on various hardware, software, and systems.
- Install, support, troubleshoot, and repair various hardware and software including workstations, laptops, business applications, networking equipment, and peripheral components.
- Provide courteous, desktop support for users via phone or one-on-one desktop assistance.
- Document procedures, configurations, and troubleshooting steps for future reference.
- Protect property owner information in accordance with Florida Statutes regarding confidentiality.
- Maintain records in proper manner and detail, ensuring the accuracy, completeness, and currency of the data.

- Comply with established procedures, policies, Florida Statutes, and deadlines.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Exhibit high level of attention to detail and quality control mindset.
- Actively support the office-wide initiative of fostering a "lean" atmosphere that focuses on developing a culture of continuous improvement.
- Exhibit detailed knowledge of current PC technology and hardware, including installation, repair, and network support.
- Exhibit proficiency with Windows Server operating systems and display effective management skills in Active Directory and Group Policy.
- Exhibit advanced knowledge of Windows Desktop Operating systems.
- Exhibit skills necessary to maintain Windows Servers including backups, OS upgrades and higher-level maintenance.
- Proficient in Office 365, Azure, server installations, hardware setups, migrations, and cloud adoption.
- Understand networking devices, layers, ports, protocols, and terms such as DNS, DHCP, and LANs & WANs.
- Demonstrate ability to assess and prioritize multiple tasks, projects, and demands.
- Knowledge of the principles and procedures used in maintaining a centralized electronic filing system.
- Meet deadlines and provide accurate information in a timely manner.
- Record procedures and processes, ensuring that department documentation remains up to date.
- Demonstrate excellent positive listening, oral, and written communication, and customer service skills to consistently represent the Office to all constituents in a manner that exceeds defined standards.
- Demonstrate strong ability to maintain confidentiality when handling information deemed sensitive or confidential.
- Establish and maintain constructive working relationships.
- Exhibit regular attendance, dependability, promptness, and team-player attitude.
- Exhibit ability to work independently, drive innovation, and develop unique solutions and ideas.

#### **QUALIFICATIONS:**

- Bachelor's Degree from an accredited four-year degree granting college or university in Computer Science or related technical field, and three (3) to five (5) years related work experience.
- Professional certifications such as Microsoft Azure Fundamentals, CompTIA Network+, CompTIA Security+, CCNA,MCSE, CISP will be preferred.
- Possesses a valid Florida driver's license.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. While performing the duties of this job the individual is frequently required to sit. The individual is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, talk, and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally the person may be required to balance, stoop, or lift up to 10 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**STARTING SALARY:** \$61,000 - \$80,825 annually depending on experience. Includes robust benefits package.

**APPLY:** Daina Takacs  
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