

JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

August 25, 2023

TITLE: System Administrator II
EMPLOYMENT TYPE: Exempt
DIVISION: Information Technology
APPLICATION DEADLINE: **Sunday, September 17th, 2023**
PAY RANGE: **\$1,914 - \$2,871 weekly (\$99,511 - \$149,267 estimated annual)**
WORK LOCATION: San Carlos, CA

JOB SUMMARY:

The Systems Administrator II reports to the Manager IT Infrastructure & Cybersecurity and is responsible for the designing, planning, and administration of systems and data center infrastructure for the San Mateo County Transit District (SamTrans), The Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Administer the implementation and optimization of cloud-based and on-premises virtualized infrastructure.
- Configure, deploy, monitor, and support client software using Microsoft's modern management platforms, including Azure Active Directory (Azure AD), Cloud Management Gateway, Windows Autopilot, Intune, and System Center Configuration Manager (SCCM).
- Develop, configure, and maintain groups, policies, shared resources, permissions, domains, and trust relationships within Microsoft Active Directory, Microsoft 365, Microsoft Azure, and other enterprise on-premises and cloud solutions.
- Configure, monitor, and perform routine maintenance of system backup and recovery software and services, including backup programs for on-premises and cloud-hosted data.
- Assist in the development, implementation, and maintenance of policies, procedures and associated plans for disaster recovery administration and business continuity based on industry-standard best practices.
- Act as liaison with internal and external customers in support of Systems related needs and requirements.

EXAMPLES OF DUTIES:

- Provide IT support for computer systems and services.
- Identify, investigate, diagnose, resolve, and report on hardware and software issues on servers, input/output fleet, and workstations. Escalate incidents as necessary.
- Document and maintain procedures for system administration and maintenance.
- Perform and test routine system backups and restores.
- Recommend, schedule, and perform software and hardware improvements, upgrades, patches, reconfigurations, and/or purchases.
- Administer systems related security standards in accordance with Payment Card Industry Data Security Standard (PCI-DSS) and other relevant security standards.
- Analyze system, server, application, network, and input/output device performance.
- Create required reports in response to business user needs.

- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Work under the supervision of the Manager IT Infrastructure & Cybersecurity, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Associate degree in computer science, software engineering or closely related field.
- Five (5) years of fulltime progressive experience in IT systems support.
- Must be able to effectively communicate technical concepts to technical and non-technical audiences.
- Must be available to work and be on-call after-hours and weekends.

PREFERRED QUALIFICATIONS:

- Experience with administration of virtualized infrastructure and components is desirable.
- Knowledge of networking protocols and concepts.
- Knowledge of cloud computing concepts.

SELECTION PROCESS MAY INCLUDE: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> • Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation • New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, September 17th, 2023**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to recruitment@samtrans.com.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.