

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Board of Commissioners	Employee Name:	
Class Title:	Information Technologist	Position Title:	Systems Adm. Lead
Class Number:	69922BC	Position Number:	01:700101.01AS
Dept./Div.:	Information Technology	Civil Service Status:	Classified
Unit:	N/A	Employment Status:	Full-time
Reports To:	Computer Operations Manager	FLSA Status:	Nonexempt
EEO Status:	(02) Lead Technicians	DOT/O*Net Code:	15-1151.00
		Normal Work Hours:	Weekdays 8 a.m. – 4:30 p.m.

GENERAL DESCRIPTION:

Under general supervision, oversees the administration, reliability, and performance of county IT systems. This position serves as the primary lead for server and systems operations while also supporting cybersecurity initiatives and providing helpdesk assistance when needed. Promotes system security and awareness by adhering to county IT security policies and standards.

QUALIFICATIONS:

 An example of acceptable qualifications:

Associate's or Bachelor's degree in Information Technology, Computer Science, or related field, or equivalent experience; Demonstrated experience administering Windows-based environments; Working knowledge of cybersecurity principles and best practices; Experience with Microsoft 365 administration; Basic understanding of networking concepts (TCP/IP, DNS, routing, firewalls); Strong troubleshooting, documentation, and communication skills; especially in a team-oriented environment; Ability to pass a background check required for government employment. The following are preferred qualifications: Experience in a government or public-sector IT environment; Familiarity with Cisco networking equipment; Experience with Fortinet products; Experience with Cisco Call Manager VOIP phone systems; Certifications such as CompTIA Server+, Security+, Network+, Microsoft, or CCNA; Experience with vulnerability management or SIEM tools.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive.

Personal computers, printers, copy machine, fax machine, calculator/adding machine, telephone, USB flash/hard drives, network servers, network switches, scanners, tablets, cell phones, security cameras, surveillance systems, phone systems, tools, rolling cart, other standard business office equipment, and computer and network hardware.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around electrical cables, outlets, and other electrical devices; must lift and move servers, personal computers, printers, and other hardware; ascends and/or descends ladders, stairs, or scaffolds; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of falling from high places.

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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Dept./Div.:	Information Technology	Reports To:	Computer Operations
Unit:	N/A		Manager

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

50% (1) Lead administration of Windows-based servers, services, and virtualized environments; Manage Microsoft 365, including Exchange Online, Entra ID/Azure AD, SharePoint, and Teams; Oversee system updates, patching cycles, and configuration changes; Maintain and improve backup, disaster recovery, and business continuity processes; Monitor system performance, availability, and capacity; Maintain documentation for systems, configurations, and procedures.

40% (2) Configuration, maintenance, and troubleshooting of Cisco network infrastructure; Support Fortinet security appliances (firewalls, VPNs, filtering); Monitor network performance and connectivity.

(3) Assist in implementing and maintaining cybersecurity policies and best practices; Monitor systems, logs, and alerts for potential threats or vulnerabilities; Support incident response activities, including investigation and remediation; Participate in vulnerability scanning, patch management, and risk assessments; Contribute to security awareness and compliance initiatives.

(4) Provide Tier 2/3 support for escalated technical issues; Assist end users with workstation, software, and access-related problems; Support onboarding/offboarding processes (accounts, devices, permissions); Collaborate with IT staff and vendors to resolve issues and complete projects

(5) Maintains required licensures and certifications.

(6) Demonstrates regular, predictable, and punctual attendance.

(7) Meets all job safety requirements and all applicable PERP safety standards that pertain to essential functions.

(8) Attends professional education and training sessions, seminars, and workshops as directed.

OTHER DUTIES AND RESPONSIBILITIES:

10% Performs other duties as required.

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Unit:	N/A		Manager

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: computer science; systems analysis; data processing techniques and procedures; data security; Active Directory; Exchange Server; county software (e.g., Microsoft Office, Windows Desktop OS, Microsoft Windows Server, antivirus, etc.); government structure and process*; department goals and objectives*; department policies and procedures*; telecommunications equipment installation, maintenance, and repair; networks; computer and computer network installation, maintenance, and repair; public relations; office practices and procedures; network management.

Skill in: data entry; computer operation; use of modern office equipment; computer mechanics; troubleshooting, use, and operation of computers, printers, network, hardware, software, etc. (e.g., Microsoft Office, Windows Desktop OS, Microsoft Windows Server, antivirus, etc.); motor vehicle operation.

Ability to: interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; define problems, collect data, establish facts, and draw valid conclusions; deal with nonverbal symbols in formulas, equations, or graphs; prepare accurate documentation; train or instruct others; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; lift up to 50 pounds; operate computer equipment; apply concepts of algebra and/or geometry; maintain records according to established procedures; safeguard information of a sensitive or confidential nature.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.
