

**OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY**

**Notice of Job Opportunity/Job Posting #SHC 20-006**

<b>Job Title</b>	Windows Server Administrator
<b>Job Code</b>	5755
<b>Minimum Qualifications</b>	See Attached
<b>Application Deadline</b>	Wednesday, April 29, 2020
<b>Starting Salary</b>	\$77,973
<b>Location of Position</b>	Cook County
<b>Internal Candidate Preference</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable
<b>Duties</b>	See Attached
<b>Application Period</b>	April 15, 2020 thru April 29, 2020

All applications must be submitted online no later than close of business on the last day of the application period, April 29, 2020.

**TO PROPERLY APPLY FOR THIS POSITION THE APPLICANT MUST ATTACH A RESUME TO THE TALEO SUBMISSION. THE APPLICANT MUST IDENTIFY IN THE TEXT OF THE APPLICATION AND ON THE ATTACHED RESUME THAT THEY MEET ALL OF THE MINIMUM QUALIFICATIONS FOR THIS POSITION AS THEY ARE IDENTIFIED IN THE JOB DESCRIPTION. APPLICANTS MUST ALSO IDENTIFY IN THE TEXT OF THE APPLICATION AND ATTACHED RESUME ANY AND ALL PREFERRED QUALIFICATIONS THEY POSSESS FOR THIS POSITION.**

Any applicant who fails to comply with any of the requirements of the Notice of Job Opportunity will not be considered eligible for the Position. Any applicant who fails to submit a complete application will not be considered eligible for the Position.

Any finalist for the position will be required to present proof of all applicable educational credentials, certifications, or licenses required for this position at the time of a scheduled interview.

The Office of the Clerk of the Circuit Court of Cook County does not hire, accept recommendations, or base employment decisions on political reasons or factors for Non-Exempt positions. A political reason or factor is: any reasons or factors relating to political matters in connection with any employment action, including, but not limited to: (1) any recommendations for or against the hiring, promotion, transfer, discipline, or any other Employment Action with respect to any person from any politically-related person or organization that is not based on personal knowledge of the person's work skills, work experience, or other job-related qualifications; (2) the fact that the person works or worked for a politically-related person or organization or works or worked on a political campaign or belongs to a political organization or party, or the fact that the person chose not to work in a political campaign or to belong to a political party, unless related to a recommendation based on personal knowledge of the person's skills, work experience, or other job-related characteristics; (3) the fact that the person is or was, or is not or was not, a member of any political party or politically-related organization; (4) the fact that the person contributed money, raised money, or provided something else of value to a politically-related person or organization, or refrained from doing so; (5) the

fact that the person is a Democrat or Republican or a member of any other political party or group, or the fact that the person is not a member; or (6) the fact that the person expressed views, opinions, or beliefs on a political matter.”

THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY  
IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON RACE, COLOR,  
SEX, GENDER IDENTITY, RELIGION, CREED, AGE, NATIONAL ORIGIN OR ANCESTRY, SEXUAL  
ORIENTATION, DISABILITY OR DIFFERENT ABILITY, MARITAL STATUS, PARENTAL STATUS,  
PREGNANCY, MILITARY STATUS, POLITICAL ACTIVITIES/AFFILIATIONS, OR OTHER  
IMPERMISSIBLE REASON.

### **POSITION DESCRIPTION – WINDOWS SERVER ADMINISTRATOR**

Department:	Cook County	Job Code:	5755
Grade:	18	Shakman Status:	Non-Exempt

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#### **Job Summary**

Reporting directly to the Chief Deputy Clerk of Network Services, the Windows Server Administrator is a full-time, Shakman Non-Exempt position and the conditions of employment will not be subject to Political Reasons or Factors. The Windows Server Administrator is responsible for managing enterprise servers, SAN Storage, applications, and associated software. The Windows Server Administrator will design, implement, administer and optimize the company’s distributed systems and associated infrastructure. The Windows Server Administrator’s responsibilities include server capacity planning, monitoring, troubleshooting, and project support. The Windows Server Administrator is also responsible for identifying and resolving computer and peripheral related issues as well as creating and managing server and network documentation.

#### **Essential Job Duties**

Key responsibilities and duties include, but are not limited to:

- Deploys, maintains and customizes Enterprise Windows servers, VMware technologies and Hyper-V technologies.
- Maintains, implements and supports SAN Storage from various vendors mainly from HPE products EVA and 3PAR.
- Implements and supports VMware environments and physical servers involving HPE Server technologies, specifically HPE blade technologies c7000 enclosures, Synergy computing modules.
- Administers and provides support for Active Directory, DNS and DC.
- Designs effective, reliable, and high quality solutions based on the technical priorities of the Clerk’s Office.
- Supports and implements group policy standards throughout managed services.
- Maintains, supports and implements optimal backup strategies.
- Troubleshoots escalated issues that are Storage, Server or virtualization related.
- Supports Microsoft System Center Configuration Manager (SCCM).
- Ensures that proposed and existing systems architectures are aligned with organizational goals and objectives.
- Plans, builds, configures, and maintains the hardware, operating systems, and applications.

- Communicates with users and management frequently to troubleshoot technical issues and computer programs that address business requirements and user needs.
- Maintains and supports security access, antivirus protection, software updates, firmware updates and operational procedures, creating hardware configuration plans and conducting user tests to measure and assess network performance.
- Maintains network diagrams and documentation for all servers and network components.
- Maintains licensing and asset information for all enterprise environment components.
- Monitors the enterprise systems to ensure maximum user availability and system performance.
- Maintains high availability of critical applications.
- Develops methods and works with other team members to enhance security and to minimize network attacks.
- Implements system policies to enforce security procedures and provides training to end users in the use of and protection of IT resources.
- Helps design and manage business continuity and disaster recovery plans and helps maintain a disaster recovery system.
- Performs maintenance and troubleshooting on Disaster Recovery equipment remotely, cloud-based, and/or at colocation sites to maintain high-availability.
- Resolves assigned tickets within pre-defined SLAs.
- Supports and maintains all data center equipment including servers, storage, and other network equipment.
- Designs and implements long-term strategic goals and short-term tactical plans for managing and maintaining corporate systems and software.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

### **Minimum Qualifications**

- Graduation from an accredited college or university with a Bachelor's degree in Computer Technology, Computer Science, Computer Engineering, Information Technology, Information Systems, Software Engineering, Software Development, Software Application, or related field.
- Five (5) years of full-time paid work experience in Information Technology.
- Five (5) years of full-time paid work experience in SAN technologies.

### **Preferred Qualifications**

- Eight (8) years of full-time paid work experience in Information Technology.
- Certification in MCSE or VCP.
- Certification as HPE Master ASE Storage Solutions Architect.
- Certification as HPE ASE in Hybrid IT Solutions Architect.

### **Knowledge, Skills and Abilities**

- Ability to deploy, maintain, support and customize Windows servers up to version 2016 and the latest.
- Ability to implement and maintain SAN, NAS from various vendors, mainly from HPE products.

- Thorough knowledge in implementing and maintaining VMware Virtual environments and Microsoft Hyper-V technologies.
- Knowledge of Brocade fiber channel switches for storage presentation including configuration, zoning, and topography.
- Working knowledge of current industry standard technologies including Windows Server 2008/2012/2016/2019, Active Directory, IIS, Spam Filters, DNS, TCP/IP, and DHCP, NTFS permissions.
- Ability to set priorities, meet deadlines, and multi-task with minimal supervision.
- Ability to work independently and as a member of a team.
- Ability to think critically and apply appropriate problem-solving skills.
- Knowledge of enterprise level information security.
- Knowledge of datacenter operations and management.
- Knowledge of scripting.
- Ability to communicate effectively and fluently in English, both orally and in writing, and to interact with all levels of the organization.
- Ability to effectively take client technical priorities and design reliable, high quality solutions.
- Ability to set and communicate the technical operational standards for server and storage administration.
- Ability to troubleshoot escalated issues that are Storage, Server or virtualization related.
- Extensive knowledge of backup strategies.
- Excellent customer service, organization skills, and time-management skills.
- Knowledge of routing protocols and VLANs.
- Ability to exercise discretion in handling highly confidential matters.
- Ability to manage and complete complex projects/tasks in a timely manner.

### **Physical Requirements**

- Sit, stand, and walk for extended periods of time and throughout assigned areas.
- Visual acuity to review and edit written communications for long periods of time.
- Operate standard office equipment, including a telephone, computer, copier and printer.
- Exert up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects, including servers, switches and peripherals.