



## Arkansas Game and Fish Commission Employment Job Posting

AGFC SYSTEMS ADMINISTRATOR - AGFC SYSTEMS ADMINISTRATOR

POSITION NO: 22124700

### **POSTING INFORMATION:**

Advertisement Opens: Oct. 31, 2023

Advertisement Closes: Nov. 27, 2023

Full Time: Yes

Salary: \$86,043.00 - \$86,043.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in computer science or related field; plus four years of experience in systems administration.

OR

Completion of technical training in computer science, data processing, or a related field acquired from a vocational, military, or industrial setting, plus four years of experience in systems administration.

Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the human resources chief.

#### Preferred Education and/or Experience:

The formal education equivalent of a bachelor's degree in computer science or related field; plus four years of experience in systems administration. OR Completion of technical training in computer science, data processing, or a related field acquired from a vocational, military, or industrial setting, plus four years experience in computer support. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Knowledge, Abilities, and Skills:

- Knowledge of computer systems, maintenance, and updating of hardware and software.
- Knowledge of strategic planning and computer resource allocation.
- Knowledge of indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Ability to customize and update computer systems, as required by the needs of statewide agencies.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to communicate effectively orally and in writing.

Preferred Knowledge, Abilities, and Skills:

Knowledge of computer systems, maintenance, and updating of hardware and software. Knowledge of strategic planning and computer resource allocation. Knowledge of indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system. Ability to customize and update computer systems, as required by the needs of our Agency as a whole. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Ability to communicate effectively orally and in writing.

**POSTING DETAILS:**

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Information Technology

Job Summary:

The AGFC Systems Administrator is responsible for statewide software and system monitoring to ensure availability to all systems users and to perform necessary maintenance to support network availability. This position is governed by state and federal laws and agency policy.

### Typical Functions:

- Assesses agency data processing needs by participating with management and staff in planning.
- Develops and implements operating standards, policies, and procedures to ensure system integrity, security, and adherence to agency policy.
- Negotiates and develops vendor contracts for recommendation to senior management staff, designates performance standards and deliverables, and monitors adherence to contract specifications.
- Performs operating system software planning, design, installation, configuration, performance tuning, monitoring, security, backup/recovery, and troubleshooting.
- Evaluates, tests, and deploys all software and hardware upgrades to the systems' infrastructure, and coordinates installation of computer programs and systems.
- Responsible for disaster recovery of all software systems managed by the agency's Information Technology division.
- Responsible for antivirus and intrusion detection systems for the agency.
- Collects and reviews systems data, for capacity and planning purposes, and researches, evaluates, and recommends systems technologies to support business requirements.
- Coordinates and links computer systems within an agency and the state to increase compatibility and to share information.
- Maintains site-to-site virtual private network (VPN) tunnels.
- Provides user support in solving computer-related problems, such as malfunctions and program problems.
- Performs and coordinates both scheduled and on-demand system backups and recovery.
- Creates and maintains documentation for all systems processes and procedures.
- Performs other duties as assigned.

### Specific Duties and Responsibilities:

Performs operating system software planning, design, installation, configuration, performance tuning, monitoring, security, backup/recovery, and troubleshooting. Evaluates, tests, and deploys all software and hardware upgrades to the Agency systems infrastructure, and coordinates installation of computer programs and systems. Collects and reviews systems data, for capacity and planning purposes, and researches, evaluates, and recommends systems technologies to support business requirements. Coordinates and links computer systems within the Agency and the state to insure cross platform functionality and ensure proper data sharing. Provides user support in solving computer related problems, such as application and hardware issues. Performs and coordinates both scheduled and on-demand system backups and recovery. Creates and maintains documentation for all systems processes and procedures. Performs other duties as assigned.

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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Other Specific Information:

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As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.