



## COBB & DOUGLAS PUBLIC HEALTH

*Healthier lives. Healthier community.*

# Employment Opportunity

## *IT Systems Administrator 1*

*Position #00196916*

**Cobb and Douglas Public Health** a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

**We Offer:** Exceptional opportunities along with excellent benefits, which include: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and child care spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm. Learning and growth opportunities. Employee recognition program. Worksite wellness activities. Diverse workforce. And much more!

**Summary:** Under general supervision, provides level 1 help desk support and technical assistance to 350+ employees. Completing basic problem resolution with little or no assistance but escalating to level 2 when the needs arise. Perform computer set up and software installation with minimal assistance. Maintain inventory and assist in performing an inventory of all computers on our network, verifying software installed, the currency of Windows updates and patches, etc. Monitor system back up processes and assuring that they run correctly. Providing on-site and/or remote technical assistance. Diagnoses hardware and software problems replace defective components when needed. Provides basic database administration and develops/modifies reports. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties.

**Minimum Qualifications:** Bachelor's degree in a related field from an accredited college or university OR Associate degree in a related field from an accredited college or university AND two years of related experience OR four years of related experience.

**Preferred Qualifications:** Bachelor's degree in a related field and a minimum of 3 years of relevant IT experience. Previous experience creating and maintaining data networks including switching, routing and firewall configuration. Previous experience with Active Directory, VMware, Linux, Windows Server 2012/2016. Experience in Public Health and/or the Healthcare industry.

**Salary Information:** \$45,081 annual / Pay Grade L

**Application Accepted:** May 8, 2019– June 7, 2019

**TO APPLY:** In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: [www.cdph-ess.com](http://www.cdph-ess.com). Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [Camilla.Barnes@dph.ga.gov](mailto:Camilla.Barnes@dph.ga.gov)