

Job Title: Jr. Systems Administrator (IT Specialist)

Department: Sarasota County Tax Collector, Information Technology

Location: Sarasota County, Florida

Reports To: Director of IT

FLSA Status: Non-Exempt, Subject to Overtime

Job Type: Full-time

Hourly Range: \$30.68 - \$36.44

Job Description

The Sarasota County Tax Collector's Office provides a unique opportunity to work with many different technologies and inter-agency partnerships while providing an array of services to our customers.

Our mission is Exceptional Staff, Exceptional Service and we are seeking a skilled and dependable Jr. Systems Administrator to join our Information Technology team. This position is responsible for the maintenance, configuration, and reliable operation of our computer systems, servers, and network infrastructure. The ideal candidate is a proactive problem-solver committed to maintaining high levels of system performance, security, and availability across all office locations, and will work under the guidance of our Systems & Security Administrator.

Key Responsibilities

- Install, configure, and maintain servers, networks, and other IT infrastructure components.
- Monitor system performance and troubleshoot issues to ensure maximum uptime.
- Implement and maintain security best practices, including patch management and system hardening.
- Manage user accounts, permissions, and access control in Active Directory and other platforms.
- Coordinate with vendors and service providers for hardware/software procurement and support.
- Perform regular backups and ensure disaster recovery plans are current and functional.
- Maintain documentation related to system configuration, processes, and service records.
- Assist with organization-wide equipment replacement initiatives, ensuring timely deployment, configuration, and user support.
- Identify opportunities for improvement and modernization of existing IT processes, recommending solutions that enhance efficiency, security, and reliability.
- Support the deployment of software updates and new applications.

- Assist help desk staff with overflow and escalated technical issues.
 - Participate in projects aimed at modernizing and optimizing the organization's IT infrastructure, including the evaluation, implementation, and integration of new technologies.
 - Adhere to and enforce change management processes to ensure IT system modifications are implemented in a controlled and documented manner.
 - Ensure compliance with applicable laws, regulations, and internal policies, particularly those related to public records and cybersecurity.
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Technical Skills

- **Windows Server & Active Directory:** Installation, configuration, and administration of Windows Server environments, including Active Directory, Group Policy, Organizational Unit management, and role-based access controls.
- **Microsoft 365 Administration:** Management of Exchange Online, SharePoint, Teams, OneDrive, and compliance/security features within the Microsoft 365 ecosystem, including hybrid integrations.
- **Virtualization Platforms:** Deployment, configuration, and maintenance of virtualized environments using VMware vSphere/ESXi, including resource allocation, performance tuning, and high availability.
- **Networking & Security:** Strong knowledge of TCP/IP, DNS, DHCP, VPN, VLANs, and firewall configuration; ability to troubleshoot connectivity and security issues across LAN/WAN environments.
- **Backup & Disaster Recovery:** Experience implementing and managing enterprise backup solutions, including recovery testing, offsite replication, and retention policy management.
- **Scripting & Automation:** Proficiency in scripting languages such as PowerShell for automating administrative tasks, reporting, and system maintenance.
- **Monitoring & Performance Management:** Familiarity with system monitoring tools (such as PRTG or Splunk) for proactive performance tuning, capacity planning, and alerting.
- **Endpoint Management:** Experience with deployment and patch management tools (such as Microsoft Endpoint Configuration Manager [SCCM], Intune, or PDQ Deploy/SmartDeploy).

Competencies

- Excellent problem-solving and troubleshooting skills.
- Strong attention to detail and organizational skills.
- Ability to work independently or as a team and manage multiple tasks simultaneously.
- Strong verbal and written communication skills.
- Commitment to confidentiality and integrity when handling sensitive data.

Qualifications

- Associate's or Bachelor's degree in Information Technology, Computer Science, or related field.
- 3+ years of experience in systems administration, preferably in a government or public sector environment.

Certifications (Preferred)

- CompTIA Network+, Security+, or Server+
 - Microsoft Certified: Windows Server Administrator Associate
 - Microsoft 365 Certified: Enterprise Administrator
 - VMware Certified Professional (VCP)
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Benefits

- Annual and sick leave
- Paid holidays
- Retirement plan options
- Insurance coverage including health, dental, and other supplemental insurance options

Working Conditions

- Onsite work primarily, with limited remote flexibility depending on operational needs.
 - Monday to Friday, possible weekend/evening sporadically
 - May require after-hours or weekend work for system maintenance or emergencies.
 - Office environment with occasional off-site travel between branch locations.
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How to Apply

Submit resume and cover letter to Employment@SarasotaTaxCollector.gov

Applicants will be accepted until the position has been filled, and early submission is encouraged. The successful candidate will be required to complete a background and reference screening.

Please notify our office if you need reasonable accommodation to participate in the employment process. EOE. This organization participates in E-Verify.