

ERS SERVER ADMINISTRATOR

Recruitment #1803-4917-001

List Type	Original
Requesting Department	EMPLOYES' RETIREMENT SYSTEM
Open Date	3/23/2018 12:00:00 PM
Filing Deadline	4/13/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the direction of the Chief Technology Officer, the Server Administrator is responsible for the documentation, training, end-user support, and release of server business solutions. This position is also responsible for subsequent maintenance and enhancements of all Employees' Retirement System (ERS) servers and VmWare Environments to support/enhance the ERS Pension System.

ESSENTIAL FUNCTIONS

- Perform maintenance on physical Vmware 6.5 Host Servers and virtual servers; troubleshoot issues with cloning and VmWare replicas.
- Monitor and support the ERS server network and end to end nodes; perform server application upgrades as needed.
- Maintain and support Exchange Server 2010.
- Patch/security updates to physical and virtual servers.

- Ensure proper security protocols and guidelines are followed and protect the network from vulnerabilities.
- Provide anti-virus maintenance (Symantec) and support for 50+ users.
- Ensure on call support rotation of staff.
- Assist the applications team with deployment of new code.
- Maintain and support VmWare virtual environment and clusters.
- Monitor and perform backups and recovery if needed.
- Assist with SAN maintenance and support (Equalogic SAN).
- Monitor, improve and maintain the ERS disaster recovery environments.
- Monitor internetwork software and hardware to facilitate communication between the ERS data locations.
- Monitor, maintain and upgrade the exchange email environment.
- Use project management tools and techniques to implement new initiatives.
- Record, track and document IT project analysis and reports.
- Provide guidance and updates to senior staff members.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business, computer science, management information systems or a closely related field from an accredited college or university.
2. Five years of professional, full-time experience supporting network or server systems, Windows 2003 servers and VmWare environments.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- IT Certifications such as Network +, VmWare, and Microsoft.

- Experience supporting the network or servers of pension administration systems.
- Experience with patching and upgrading physical and virtual servers.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of enterprise technologies such as SANs and VmWare. Knowledge of LAN/WAN and networking concepts for the disaster recovery Service Level Agreement (SLA).
- Knowledge of application programming concepts and languages.
- Skill in creating and supporting high availability environments through the use of sound infrastructure practices and techniques.
- Skill in analyzing and troubleshooting complex application and database problems.
- Ability to analyze software issues to ensure consistent functionality.
- Ability to work cooperatively and effectively with ERS management, staff, support personnel, vendors and consultants.
- Ability to apply time management techniques and prioritize responsibilities to ensure work is accomplished by project deadlines.
- Ability to read and interpret technical documents and policies.
- Ability to clearly communicate technical information in an understandable way for both technical and non-technical staff.
- Written communication and documentation skills, including the ability to write reports, correspondence and technical documentation.
- Ability to work independently and in a team oriented, collaborative environment.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to maintain confidentiality of restricted information.
- Ability to remain professional at all times.
- Highly motivated, self-directed and well organized.
- Initiative, honesty and integrity.

CURRENT SALARY

The current salary range (Pay Range 2LX) for City of Milwaukee resident is \$70,827-\$99,154 annually, and the non-resident salary range is \$69,090-96,722. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan

- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Friday, April 13, 2018**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.

- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

EEO 203

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

