



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DATA CENTER PROJECT MANAGER I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level systems administration work. Work involves assisting with the upkeep, configuration, and reliable operation of virtual servers and physical server systems. Installs and upgrades server components and system software. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs troubleshooting support.

Responds to incident and problem calls, and processes service requests and tasks.

Assists in determining system software or hardware needs required to configure or modify systems.

Assists with the preparation and maintenance of operating procedures for technical support, troubleshooting, maintenance, and innovative systems administration techniques.

Assists with the installation, configuration, maintenance, and administration of servers, operating systems, and applications.

Assists in completing projects, and in performing systems software and hardware reviews.

May provide technical support and perform research for information technology systems processes associated with system software and hardware technology planning, development, implementation, security, and interfaces.

May assist in information systems security administration.

May assist in infrastructure administration.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred.

One (1) year of experience in computer information systems.

Experience in server administration work.

CERTIFICATES, LICENSES AND REGISTRATION

May require registration, certification, or licensure in a specialty area

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of server systems administration, of server and storage hardware and software configuration and troubleshooting, of operating systems and applications, of server environment and architecture of physical and virtual servers, and of basic Internet and server security administration.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Ability to recognize, analyze, and resolve complex technical issues; to learn and use network management, administration, and other system administration tools; and to communicate effectively.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations