

Systems Administrator

A successful BOR Systems Administrator will ensure the Board of Review's assigned applications are fully utilizing the feature/functionality and that processes are efficient. Perform business process review and analyses in order to drive efficiency and utilization gains throughout the Board of Review. Actively seek ways to improve the client experience.

Essential Duties and Responsibilities:

- Install, configure and maintain systems within BOR IT Hardware including performing system upgrade processes following new releases
- Oversee micro and macro system performance reviews and developing solutions to enhance efficiencies
- Maintain documentation of systems and business processes
- Administer and monitor application-level security.
- Coordinate Monitor and maintain Application Group with Clients as required such as file servers and VPN
- Perform application maintenance including incident tickets, workflow design and process change requests.
- Collaborate with vendors to perform assigned application upgrades and plan independently with management and technology teams to ensure application is kept current with vendor's release schedule, patches and other requirements.

Minimum Requirements

- Extensive knowledge of all Windows Desktop and Server Operating Systems
- Strong knowledge of and experience with reporting packages such as Business Objects, MS Business Intelligence, Crystal Reports, SSRS, etc., databases (SQL etc.), programming (XML, JavaScript, R or ETL frameworks, PowerShell)
- BS in Mathematics, Economics, Computer Science, Information Management or Statistics or equal experience
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Ability to work with vendors and outside agencies.
- Knowledge of routing, redundancy, transporting packets, web protocols, web application firewall.
- Resident of Cook County, IL or willing to relocate to Cook County within 6 months of beginning employment

Preferred Requirements

- Microsoft Certified Solutions Expert (MCSE)
- OnBase System Administrator and OnBase Application Programming Interface Certificates
- 5 years professional experience as a systems analyst

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Repetitive use of hands to handle and or operate standard office equipment.
- Regular use of a telephone to communicate.
- Extended periods of time standing or sitting to assist staff and taxpayers or on the phone.
- Traveling between offices and meetings may be required.
Occasional lifting of files.

Job Type: Full-time
Salary: **Commensurate with relevant experience**
Benefits: Full Cook County benefits including health insurance and opportunities to enroll in Cook County Pension system