

Posted: December 8, 2017



POSITION ANNOUNCEMENT

TITLE: SPECIALIST/ COMPUTER MAINTENANCE & NETWORK

DEPT: BUREAU OF GEOLOGY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$33,280- \$41,600

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: December 18, 2017 CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

This position is designed to support the information technology (IT) needs of a diverse group of scientists and support staff at the New Mexico Bureau of Geology and Mineral Resources, which is the state's geological survey.

There are many components to the job, summarized below. Monitor and respond to the help desk ticket system. Hardware installation, maintenance & troubleshooting. Software installation, maintenance & troubleshooting. User account, group and password management. Client systems backup & security management. File share & permissions management. Lab and business systems management required. Collaborative planning and researching IT architecture, administration & engineering. Server hardware/software installation, configuration & maintenance. Network hardware/software design, installation, configuration and support. System updates & security patching. Firewall, VPN and switch management. Active Directory, DNS and DHCP management. Group Policy management. Print server & printer management. Backup & disaster recovery management. Security hardware/ software installation, configuration, management. Storage and file/ share management. System performance & security monitoring. Software/ hardware licensing management. Provide IT administrative and purchasing support, and other related duties as assigned in support of the Bureau mission.

REQUIRED QUALIFICATIONS:

Associate's degree required or completion of 60+ college credit hours with a primary concentration in the following areas; Information Technology, Information Systems, Network Administration or related field. May substitute education with at least 4 years full time professional IT experience. Excellent interpersonal skills required, as well as the ability to assimilate and apply new knowledge. Ability to schedule time in order to handle multiple projects or tasks required. Software/hardware installation, support and backup management experience required. Knowledge of networked printer, as well as print server & printer management required. Knowledge of user and group administration required. Knowledge of file share support and administration required. Knowledge of local area networking required. Knowledge of general backup and security procedures required. Experience with server hardware/software installation, configuration & maintenance required. Experience with network hardware/ software design, install, configuration and support required. Experience with system updates & security patching required. Experience with Active Directory, DNS and DHCP management required. Experience with Group Policy required. Experience with security hardware/software installation, configuration, management required. Experience with storage and file/share management required. Experience with system performance & security monitoring required. Experience with software/hardware licensing management required. Experience with Microsoft Windows Server 2008/2012 administration required. Experience with Microsoft Windows XP, 7, 8 support required. Experience with Microsoft Office 2003/2007/2010 use and support required. Knowledge of web and email troubleshooting required. Knowledge of Mac hardware and software support required. Knowledge of Linux server administration desired. Knowledge of Quickbooks support desired. Experience with IT architecture & engineering desired. CompTIA certification such as Network+, A+, Linux+, Server+, or related Microsoft certification desired. A valid NM Driver's License required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 189, Socorro, NM 87801-4796