PugetSoundPartnership

our sound, our community, our chance

Technology & Systems Administrator
Exempt Recruitment Announcement – exempt from civil service rules

Position:	Technology & Systems Administrator – 50% time
Salary:	$2057-2698 (@ 50% time) per month, DOQ and benefits
Location:	Olympia, Washington
Posting Date:	May 6, 2009
Closing Date:	Open until filled

The Puget Sound Partnership is seeking a qualified candidate for the position of Technology & Systems Administrator. This position reports to the Deputy Director of the Puget Sound Partnership.

AGENCY PROFILE

The Puget Sound Partnership was established as a state agency by the 2007 Legislature and the Governor to develop and implement an aggressive action agenda for restoring the health of Puget Sound by 2020. The Partnership is a new and dynamic organization charged with taking a collaborative and accountable approach to accomplishing its mission. It relies on the contributions of a variety of entities, including state, local, federal and tribal governments, community and environmental organizations, businesses, watershed and salmon recovery groups. To achieve its mission the Partnership must find new and different ways to engage the public in Puget Sound restoration efforts. The Partnership's work will require creativity, innovation and a wide variety of tools and approaches to engage, involve, educate and inform individuals and groups throughout the region. More information on the Partnership is available at our web site: http://www.psp.wa.gov.

POSITION OVERVIEW AND GOALS

The successful candidate will be the sole technology & systems staff for the Puget Sound Partnership. This position is responsible for ensuring all systems including servers, workstations and networking equipment are maintained and operational. This position will research, recommend, install and maintain all new IT equipment. He/she will provide end-user technical support. He/she will also maintain the agency intranet site and assist with external website development.

He/she needs to be able to multi task and have the ability to easily transition from one role into the next. Some of the duties include managing a fairly complex IT infrastructure and will require experience in multiple platforms and technology.

PRINCIPAL RESPONSIBILITIES

- Assists in the agency's strategic planning and policy development for IT.
- Project leader for integrating new technologies with existing technologies.
- Directs quality assurance efforts, develops training for staff for new products/processes and develops & maintains the agency's security and emergency recovery plans.

KNOWLEDGE, SKILLS and ABILITIES

Successful candidate will have demonstrated knowledge, skills, and abilities in the following areas:

- Linux operating systems, specifically;

Apache web server	Open LDAP
Samba	Plone/Zope
Netatalk (Apple filing protocol)	DNS
DHCP	Postfix
Spamassassin	Bacula file backup systems

- Familiarity with all aspects of Macintosh including integration into Linux and Windows environment is a required. Experience with software such as Microsoft Office Mac is preferred.
- Microsoft 2008 Exchange server and Windows Active Directory management. The ability to manage Cisco equipment is required; knowledge of TCP, Wireless and AFP a plus.
- Familiarity with State of Washington IT policies and procedures.
- Ability to communicate IT issues with agency management and personal.

DESIRABLE EDUCATION AND EXPERIENCE

Four years of information technology experience such as analyzing, designing, installing, programming, and/or maintaining computer software applications, hardware, telecommunications, or network infra-structure equipment or providing customer or technical support in information technology.

APPLICATION PROCESS

Send a letter of interest describing relevant qualifications, a detailed résumé, and names of three professional references with phone numbers. Send information as soon as possible, this announcement will close as soon as a sufficient number of applications are received. Please send the information to:

Jennifer Eberle, Executive Assistant
Puget Sound Partnership
P.O. Box 40900
Olympia, WA 98504-0900

Electronic applications are encouraged (in PDF format). Applications will be screened and only those candidates who most closely meet the desirable education, skills, knowledge, and abilities will be interviewed. E-mail to jennifer.eberle@psp.wa.gov. If you need additional information please call (360) 725-5454 or 800-54-SOUND.

Application Deadline: This recruitment is open until filled. We reserve the right and may exercise the option to make a hiring decision at any time. Therefore, we encourage you to submit your application materials as soon as possible.

The Partnership is an Equal Opportunity Employer and encourages disabled and Vietnam era veterans, women, racial, and ethnic minorities, people with disabilities and persons over 40 years of age to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format may call (800) 833-6388.