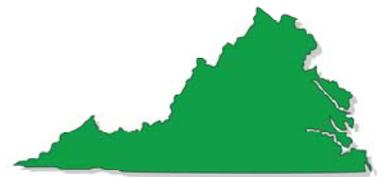


# SERVER ADMINISTRATOR



## Position Overview

The Library of Virginia is seeking a Server Administrator to maintain and administer its Windows server environment. Responsibilities of this position include, but are not limited to, managing all parts of Active Directory, planning and maintaining a server technology roadmap, operating system upgrades, server application upgrades, backups and disaster recovery planning, writing and maintaining systems documentation, creating and maintaining server-related change management processes, ensuring server compliance with COV security standards, log, system and other security monitoring. The selected candidate will need to be able to assess the current environment and propose changes with regards to public and patron services and cybersecurity needs and directives. Ideal candidates will have substantial experience as a Windows domain administrator and managing multiple projects simultaneously, proven technical leadership, a passion for technology, and excellent problem solving skills.



## Our Location:

**800 East Broad St.  
Richmond, VA 23219**

## The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 122 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



Our Main Building

*As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.*

# Server Administrator (Information Technology Specialist II)

**Position Number 00041**  
**Salary Minimum \$47,000**  
**Full-time with benefits**

**A valid Virginia driver's license or the ability to obtain one prior to hiring is required.**

## **Qualifications:**

Considerable knowledge of:

- Windows server installation, administration, performance monitoring and troubleshooting, and the theories, concepts, principles, models, methods, and tools associated with each;
- Server and network security;
- New and emerging IT and client-server technologies;
- Windows server operating systems;
- Systems lifecycle management principles; and,
- Data management and storage/retrieval methodologies.

Basic knowledge of:

- Network architecture including topology, protocols, components and principles;
- Virtualized server environments;

Skills in:

- Windows 2008 through 2012 R2;
- Designing, planning and implementing Group Policy Objects for server and environment management;
- Server performance management and server backup administration;
- Creating and maintaining systems documentation; and,
- Excellent writing, communication, and interpersonal skills.

Ability to:

- Learn the environment quickly and have the ability to customize best-practice approaches as needed;
- Work in a small- to medium-sized IT environment that requires each person to perform multiple duties;
- Build relationships with LVA staff and external entities (e.g., vendors, other agencies, etc.);
- Work with non-technical staff to help them achieve a better understanding of technology needs and requirements;
- Manage and prioritize multiple highly technical projects simultaneously;
- Strong knowledge and ability to initiate and manage projects;
- Demonstrated ability to conduct research, analyze trends, set policies and guidelines, organize complex workflows and exercise a high level of independence, decisiveness, leadership and consensus building.

## **Preferred Qualifications:**

- Experience with the following is preferred: Red Hat Linux 5 and above, VMWare / vSphere, EMC unified storage solutions & backup solutions, Cisco network, Cisco telecom and Cisco UCS infrastructure.
- Experience with the following is a plus: KMS/VAMT, Backup Exec, Symantec EndPoint, Apache, MySQL, Lansweeper, Secunia CSI, Spiceworks, Infoblox, VOIP, and Google Analytics.
- Graduation from a college or university with major study in computer science, information management, or a related discipline, plus some experience in an acceptable technical area.

An equivalent combination of education, training, and experience may substitute for educational requirements.

**This is a restricted position based on available funding through non-general fund revenue.**

## To Apply

Candidates must submit a completed Virginia state employment application, cover letter, & resume online at <https://virginiajobs.peopleadmin.com> for position #00041.

Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for full announcement and additional information. Selected candidate must complete a criminal background check.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. You are not required to note the presence of a disability on your application. If you require accommodations, please contact the:

Office of Human Resources at 804/692-3586 or email [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov).

**An EEO/AA/ADA Employer**

**Applications for this position must be received by 11:59pm on May 1, 2016.**