



City of Mishawaka  
100 Lincolnway West  
Mishawaka, IN  
46544

# Job Posting

**POSITION:** System Specialist IV Server Administrator  
**DEPARTMENT:** IT  
**SALARY:** \$2,355.00  
**HOURS:** 8:30am to 4:45pm

**DATE POSTED:** 02/17/2023  
**DATE CLOSED:** Until Filled

**DEFINITION:** Performs a variety of enterprise level system administrative tasks for the Information Technologies Department.

## ESSENTIAL FUNCTIONS:

1. Act as System Administrator in performing duties in association with administering the City's Server and Storage Environment including File, E-mail, Database and other production servers, department specific applications and systems as necessary.
2. Act as System Administrator in performing duties in association with administering the City's VMware virtual environment, data stores both SAN and NAS based and data store connections including NFS and iSCSI.
3. Act as System Administrator in performing duties in association with administering the City's Veeam backup solution for our virtual environment, including onsite and remote site backups.
4. Assists staff in any capacity necessary to accomplish the job of serving the customers of this department.
5. Provides assistance to Help-Desk to support end users as needed.

## QUALIFICATIONS:

Any combination equivalent to high school education and/or college degree in Computer Science is preferred. A minimum of 3 years' experience with enterprise-sized networks. Microsoft Certified Systems Engineer (MCSE) preferred. Ability to read and understand computer documentation and various software packages. Understanding of Microsoft Exchange Server administration and various E-mail protocols, Storage Area Networks, Network File Systems, File Systems and various scripting languages required. Working knowledge of Microsoft Office Suite & 365. Experience with SCCM preferred. Ability to lift and carry computers and monitors required. Valid driver's license required.

## PHYSICAL REQUIREMENTS:

1. The employee is occasionally required to climb, balance, stoop, kneel, crouch and crawl.
2. The employee must occasionally lift and/or move up to 50 pounds.

## APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources  
City of Mishawaka  
100 Lincolnway West  
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: [humanresources@mishawaka.in.gov](mailto:humanresources@mishawaka.in.gov)

**Please be sure to indicate the position you are applying for in your cover letter and resume.**