



MONTGOMERY CENTRAL APPRAISAL DISTRICT  
JANET JENNINGS-DOYLE, RPA, RTA, CCA, CTA  
CHIEF APPRAISER



109 GLADSTELL ST., CONROE, TX 77301  
P.O. BOX 2233, CONROE, TX 77305  
936-756-3354 | [WWW.MCAD-TX.ORG](http://WWW.MCAD-TX.ORG)

## POSITION VACANCY ANNOUNCEMENT

**JOB TITLE:** System Administrator

**REPORT TO:** Chief Appraiser

**TODAY'S DATE:** 08/25/2023

**POSITION STATUS:** Exempt

**DIVISION:** Administration

**CLOSING DATE:** Until Position is Filled

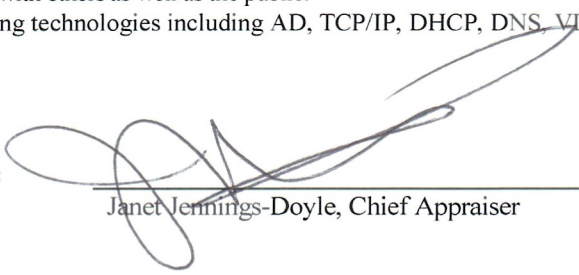
### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- ◆ Responsible for the maintenance, configuration of Group Policies, firewall rules and other GPO policies.
- ◆ Strong understanding of networking and client/server relationships including private/public Ips, ports/protocols, firewall settings, etc.
- ◆ Implementing security controls, configuration changes, software/hardware updates/patches, vulnerability scanning, and securing and configurations.
- ◆ Administering Active Directory related activities including creation and deletion of accounts, groups, and service accounts.
- ◆ Maintain an up-to-date inventory of all IT systems-related equipment, software, and licenses.
- ◆ Troubleshoot and resolve server and network problems.
- ◆ Ensure that all backup and disaster recovery services are maintained and tested on a regular basis.
- ◆ Respond to system outages quickly, while providing status updates to management and other stakeholders.
- ◆ Review, update, and create documentation as it relates to team processes and policies.
- ◆ Provide a monthly report of activities, with a focus on items that were successfully completed.
- ◆ Ability to work additional or irregular hours as needed and allowed by local regulations.
- ◆ Other duties as assigned.

### MINIMUM QUALIFICATIONS:

- ◆ Bachelor's Degree or related, or equivalent work experience.
- ◆ At least five (5) years of professional experience in managing Windows based networks and server administration.
- ◆ Proficiency in Microsoft Windows Hyper-V Server, Azure, Microsoft 365, Microsoft Endpoint Manager (SCCM), Exchange Online, Active Directory, PowerShell, Microsoft SQL
- ◆ Excellent problem-solving skills and attention to detail.
- ◆ Ability to independently perform all duties of the position efficiently and effectively.
- ◆ Demonstrate strong initiative as well as excellent time management skills.
- ◆ Ability to communicate effectively orally and in writing.
- ◆ Knowledge of general office procedures and communications.
- ◆ Ability to follow oral and written directions.
- ◆ Ability to work effectively with others as well as the public.
- ◆ Experience with networking technologies including AD, TCP/IP, DHCP, DNS, VLAN, IPAM and WAN technologies.

**APPROVED FOR POSTING BY:**

  
Janet Jennings-Doyle, Chief Appraiser

MOVING FORWARD TOGETHER  
Motivated, Credible, Accountable, and Dependable