

Systems Administration Specialist III

Administration

Starting annual salary: \$60,906.98

Application deadline: December 2, 2022

The Mississippi Department of Archives and History is recruiting a Systems Administration Specialist III to serve in the information systems section of Administration. This position will serve as the Museum Division Lead IT /AV Specialist. This position will manage one full-time employee and four part-time contract workers. Additionally, they will be the main point of contact for supporting the point-of-sale software, the building lighting software and hardware, and all AV hardware and software throughout the museum division, which includes all eight museum sites under MDAH's purview. Lastly, they are the lead HelpDesk support technician for the Museum Division. This individual should be available to work occasional evenings and weekends.

This individual should possess:

- Strong customer service skills.
- Strong organizational skills.
- Ability to work independently and as part of a team.
- Detail orientation with strong communication abilities.
- Willingness to work outside the regular work schedule when required.
- Willingness to travel to remote sites within the state.
- Basic understanding of installed systems Microsoft Windows 7, 10, and Microsoft 365, 2013, 2016.
- End-user IT desktop support experience.
- Desktop hardware setup and support experience (PC, scanner, printer, etc.).
- Ability to lift up to 50 pounds.

Preferred education and experience:

- Bachelor's Degree and 7-10+ years of IT experience with emphasis in multiplatform hardware and software systems and systems administration.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6865.

The Mississippi Department of Archives and History is an equal opportunity employer.