

IT System Administrator
Illinois House of Representatives – Office of the Speaker

The Illinois House of Representatives seeks an Information Technology System Administrator for the IT Department of the Office of the Speaker to provide support for PC hardware, software, and operating systems. This position is located in Springfield, Illinois.

Primary functions and responsibilities of the position include:

- Provide infrastructure support and troubleshoot numerous software and hardware solutions.
- Create and provide detailed written documentation on all systems and support processes.
- Relate server-based infrastructure to business processes to meet expectations for quality, timeliness, and cost efficiency.
- Recognize and perform hierarchical and functional escalations in situations beyond the normal scope of responsibility.
- Answer users' questions and provide assistance and training when needed.
- Manage all support calls and provide 24/7 technical support for all internal technology-based hardware and software.
- Support infrastructure systems, including but not limited to: the oversight of Active Directory, DNS, DHCP, Group Policies, imaging, customizing applications (i.e. Microsoft Office), basic network support and switch configuration.
- Manage all software, including but not limited to: the installation, patching, programming, or removing of operating systems, applications, databases, etc.
- Manage all hardware, including but not limited to: creating and maintaining documentation related to network infrastructure, server specifications, applications, process flows, etc.

Minimum qualifications:

- 5+ years of professional administration experience with Windows Server operating systems, PC Support and monitoring with server based tool sets in a small to medium environment.
- 2-5 years configuring and managing servers
- Demonstrated experience utilizing server monitoring tools (Solarwinds, SCCM, VMWare etc.)
- Strong communication and collaboration skills; previous experience working with a variety of end-users strongly preferred.
- Knowledge of network protocols preferred (TCP/IP, ARP, DHCP, DNS, FTP, etc.)

Salary Range:

- \$55,000 minimum – compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

Qualified applicants should submit a resume and contact information for three professional references to:

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