



## **JOB OPPORTUNITY BULLETIN**

*Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.*

Today's Date: **August 14, 2025**

Date Listing Will Close: **August 31, 2025 - 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: Location / **Systems Administrator**

Department: Salary: **Information Technology**

**Range \$23.00 - \$25.00 Hr.**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription Qualifications /

Experience: See Attached Job Description

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E.O.E. and A.D.A.

### **HARRISON COUNTY PERSONNEL/HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

[www.co.harrison.ms.us](http://www.co.harrison.ms.us)

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

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## **HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION**

**JOB TITLE:** Systems Administrator

**DEPARTMENT:** Information Technology      **FLSA STATUS:** Non Exempt

**REPORTS TO:** IT Director      **POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** August 14, 2025    **CLOSING DATE:** August 31, 2025

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

### **JOB OBJECTIVE:**

Harrison County seeks an experienced Systems Administrator to join our IT team. In this role, you will manage the county's IT infrastructure including servers, networks, PCs, phones, websites, databases, and software systems. Responsibilities include installing and upgrading systems, managing user accounts and access, monitoring performance and security, troubleshooting issues, maintaining hardware/software inventories, and providing technical support across departments. We are looking for candidates with experience in systems and network administration, excellent problem-solving skills, and the ability to provide hands-on technical support in a fast-paced local government environment.

### **ESSENTIAL JOB FUNCTIONS:**

1. Maintain essential IT infrastructure, including operating systems, security software, applications, servers, email system, switches, security updates, laptops, desktops, etc.
2. Perform server administration tasks (ex: Active Directory, OU's, security permissions, GPO's, etc.); research event-log warnings and errors; and monitor resources to ensure that systems architecture components are functioning properly.
3. Monitor data center health using existing software management tools, and respond to hardware issues as they arise; help build, test, and maintain new servers when needed.
4. Coordinates with other IT personnel and with outside vendors to resolve problems when necessary.
5. Assist the help desk and other teams with troubleshooting to identify root cause, and provide technical support when needed including handling support requests from users over the telephone or email and documenting events in the Help Desk ticketing system.
6. Perform routine and scheduled audits of all systems, including backups.
7. Provide end user training when required, including email security best practices, VoIP phone usage, email archiving, etc.
8. Uses logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Documents and updates status of all requests in the IT ticketing system.
2. Provides courteous and professional service to all Harrison County customers, both internal and external.
3. Works closely with other departments in collaborating on IT projects such as new software and hardware needs and implementations, office renovations with regard to network infrastructure restructuring, camera system planning and camera placement for needed coverage, etc.
4. Other related duties, as required

**SUPERVISORY RESPONSIBILITIES:** None**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- A degree in a technology field or 5 years' experience in a similar position.
- Performs a wide variety of duties and responsibilities with accuracy and speed under pressure of time sensitive deadlines.
- Maintains confidentiality of information processed or prepared.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint and Access). Ability to learn new software as necessary.
- Strong organizational skills essential. Must be well organized and attentive to details.
- Ability to work independently as well as with a team; cooperative and willingness to assist all County departments where necessary.
- Ability to communicate effectively, both orally and in writing.
- Must possess positive, professional interpersonal skills.

**ADDITIONAL REQUIREMENTS:**

Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

*These knowledge, skills, and abilities are usually, although not always, acquired through the graduation from a four-year university, Certifications, or (5) years of experience in a related field of employment. Equivalent combinations of education and experience will be considered.*

**SALARY RANGE:** \$23.00 - \$25.00 Hr.

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more	✓	
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions	✓	
Works above ground or floor level, such as on stools or ladders	✓	
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

#### **WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job:*

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

***\*This is an acknowledgement that I have read and understand this job description:***

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_