State Title: Systems Administrator III  
Functional Title:  
Job Posting: L20210 (Re-Opened)  
Monthly Salary: $3763.16 - $4210.93  
Salary Group: B20  
Posting Date: 06/12/2020  
Close Date: 06/29/2020  
Section/Division: Infrastructure Management Section/Information Resources Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One  
Position #(s): 2663  

Applicants who previously applied will still be considered and do not have to re-apply  

Job Description:  
Supports and maintains enterprise application systems and software environments for the Texas Commission on Environmental Quality (TCEQ). Coordinates the administration of software environments and applications to ensure systems meet the business needs of the agency. Assists with software security planning, performing security remediation, and the implementation of security measures. Plans, schedules, and coordinates systems implementations and upgrades. Works closely with vendors and customers to facilitate and ensure smooth transitions to upgraded systems. Prepares system architecture diagrams and descriptions that represent current and proposed systems, including costs and benefits. Monitors and responds to customer issues, and performs analysis and problem isolation to troubleshoot and resolve customer service issues and performance improvement. Acts as a mentor for junior administrators and as a technical resource for other administrators.

Military Occupational Specialty (MOS) Codes:  
**Minimum Qualifications:**
A bachelor’s degree in an information technologies or related field from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus two years of full-time experience in computer systems administration, network administration, or operating system programming in an open systems environment.
OR Completion of 15 semester hours in information technologies from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus three years of full-time experience in computer system administration, network administration, or operating system programming in an open system programming environment.
OR Four years of full-time experience in computer systems administration, network administration, or operating system programming in an open systems environment.
All of the above minimum qualifications must include successful completion of two years of full-time experience as a UNIX, LINUX, Novell, or Windows Server System Administrator in a multi-platform environment.

**Preferred Requirements:**
Experience in the design, implementation, or administration of multi-tiered IT environments.
Experience administering Microsoft server systems.
Experience in creating system or user documentation for complex information systems/technology projects.

**Special Requirements:**
Moving up to 40 pounds of computer equipment.
Traveling up to 5% of the time.
Ability to work overtime, as needed; work on demand at hours in addition to the normal work hours to take care of emergency or crisis situations; and to work on a flexible work schedule to perform maintenance, implementation, upgrades, and other related duties.

**Condition of Employment:**
TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

**To Apply:**
Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer