

# Washington County

## Department of Social Services

### Career Opportunity

#### Computer Systems Administrator I

**SALARY GRADE – 68**

**SALARY RANGE: \$34,676-\$51,396**

#### We have great benefits...

\*Health Insurance for employees \*Dental Insurance \*Longevity Pay \*401-K \*Life Insurance  
\*Accrued Vacation/Sick Leave \*12 Paid Holidays  
\*Travel Reimbursement and More!!!

**OPEN UNTIL FILLED**

#### **APPLICATION (PD-107) MUST BE TYPED.**

**DESCRIPTION OF WORK:** This is technical work in coordinating and managing a computer system or network of microcomputers that are limited in uses for the Washington County Department of Social Services. Work involves hardware management, coordination of software needs for the system users, coordination of software upgrades, providing resolution of equipment or communications problems, and consultation with users on potential office information needs through the use of the system or equipment. This position typically reports to the administrative officer of the administrative unit. This level is characterized by a system that supports only the basic computing needs of an organization such as office automation or distributed word processing. Work includes ordering supplies for the agency as well as working closely with administrative officer in regards to budgetary discussions regarding agency automation. This position is also required to assist with maintenance of the building and assembly of office furniture.

#### **Required Skills, Knowledge and Abilities:**

Knowledge of the capabilities and limitations of computers and related peripheral equipment and information technology. Knowledge of the principles and methods used in obtaining maximum utilization of computing equipment. General knowledge of the particular office or business functions supported. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

**Minimum Qualifications:** Graduation from high school and two years of experience in the administration of a computer system similar to the one to be supported; or an equivalent combination of training and experience. Degrees must be received from appropriately accredited universities.

**Application Process:** Applicants for this position should submit a completed State of North Carolina application (PD-107) and college transcripts to Cathy Ange at the Washington County Center for Human Services located at 209 E. Main Street in Plymouth, NC 27962 or by mail at PO Box 10, Plymouth, NC 27962.

**APPLICATION DEADLINE:** Open until filled

**Drug Screening Test Required**

*Washington County Department of Social Services  
PO Box 10, 209 East Main Street  
Plymouth NC 27962  
Equal Opportunity/Affirmative Action Employer*