



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** IT Systems Administrator

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Professionals

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Under the general direction of the Library District's (District) IT Systems Manager, the Systems Administrator is responsible for installing, configuring, maintaining, and supporting IT systems and infrastructure for the Las Vegas-Clark County Library District. This role ensures system stability, security, and efficiency, enabling seamless operations across the district.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Installs, configures, and maintains servers, storage systems, and enterprise applications to ensure optimal system performance and reliability.
2. Monitors system operations, performs regular maintenance, and troubleshoots issues promptly to minimize downtime.
3. Implements and manages security protocols, backup solutions, and disaster recovery strategies.
4. Collaborates with IT teams and departments to support integration and effective use of technology resources.
5. Maintains comprehensive documentation on system configurations, procedures, and network topology.
6. Provides technical support and guidance to staff, addressing system-related issues and inquiries.
7. Conducts regular system updates and security patches to maintain system integrity and compliance.
8. Ensures District compliance with all federal, state, and local laws, regulations, codes, and District Policies and Procedures.
9. Stays informed of current and future trends in Information Technology, Library Administration, and Public Administration, and makes recommendations regarding future District Strategies and Planning.
10. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Customer Service

- Public Service Ethics
- IT Systems Administration

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** Bachelor’s degree in Information Technology, Computer Science, or related field.

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Three (3) years of experience in systems administration or a related IT role.

**Preferred:** N/A

- **LICENSE AND CERTIFICATION:**

**Required:** N/A

**Preferred:** Relevant information technology certifications (e.g., MCSE, Linux+, VMware) are preferred.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum, and occasionally lifting and/or carrying such articles as computer/network equipment. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties. The role may require after-hours availability for emergency response and critical maintenance.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of server operating systems (Windows Server, Linux), virtualization technologies, and Microsoft Entra ID cloud platforms.
- Ability to collect, organize, analyze, and interpret information to solve problems and improve processes.
- Knowledge of backup and disaster recovery solutions, security protocols, and performance monitoring tools.
- Ability to troubleshoot IT hardware.
- Ability to maintain effective interpersonal relationships.
- Ability to effectively communicate complex technical information to diverse audiences.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:            July 7, 2025**