



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Senior 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 Senior Systems Administrator oversees the implementation, management, and optimization of critical IT infrastructure for the Las Vegas-Clark County Library District. This role is responsible for ensuring system reliability, security, and performance, providing leadership and expertise to support complex technology environments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages the installation, configuration, and maintenance of servers, storage systems, and critical enterprise applications.
2. Oversees system security protocols, backup strategies, disaster recovery planning, and compliance initiatives.
3. Proactively monitors system performance, troubleshoots complex technical issues, and implements preventive measures to minimize downtime.
4. Provides advanced technical support and mentorship to IT staff and stakeholders.
5. Collaborates with cross-functional teams to support integration and optimization of IT resources across the district.
6. Maintains accurate and comprehensive documentation of system architectures, configurations, and operational procedures.
7. Leads and participates in strategic technology planning and projects, aligning system enhancements with organizational objectives.
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: Five (5) years of experience in a systems administration role with at least two (2) of those years in a lead or senior capacity.

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 platforms (Windows Server, Linux), virtualization technologies, storage solutions, and cloud computing.
- Ability to collect, organize, analyze, and interpret information to solve problems and improve processes.
- Knowledge of security practices, backup technologies, disaster recovery, 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**