Washington State Institute for Public Policy
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WSIPP Job Recruitment
System Administration

Opened: October 18, 2021
Closes: October 27, 2021
Salary: $5,145.00-$6,687.75 per month of 0.75 FTE work (DOQ)

Special Note

This position is part-time (.75 FTE, 30 hour per week), overtime-exempt, an "at-will" appointment, and exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. The exempt position serves at the discretion of the WSIPP Director.

The Washington State Institute for Public Policy (WSIPP) is a nonpartisan public research group located in Olympia, the hub of Washington State government. WSIPP is a team of multidisciplinary researchers who conduct applied policy research for the state legislature in a creative and collaborative environment.

WSIPP is strongly committed to the core values of nonpartisanship, quality, and impartiality. Created in 1983, WSIPP has become nationally and internationally recognized for the design, depth, and quality of its research reports and benefit-cost analyses.

Position Purpose

The System Administration position is WSIPP's central resource for Information Technology (IT) management and technical support for WSIPP's staff. This position has primary responsibility for the maintenance and health of WSIPP's IT system.

Nature and Scope

WSIPP is housed under The Evergreen State College, however, its technical system is on the State Government Network (SGN) and managed by WSIPP. WSIPP has access to confidential Category-3 and -4 data through various data-sharing agreements. Maintaining the security of this data is essential to WSIPP's ability to perform research and fulfill its mission. The System Administration has responsibilities in cyber security, desktop support, and system documentation and maintenance. We are looking for someone who possesses excellent technical troubleshooting skills. They must be a team player with good communication and people skills.

Essential Functions

- Maintain network and system documentation as required by OCIO policy.
- Keep up to date with current security threats and how they may affect WSIPP's systems.
- Perform regular security monitoring to identify any possible intrusions and vulnerabilities.
- Manage Active Directory Group Policy Objects.
- Install, manage, and update software.
- Uphold data security requirements.
- Secure access permissions.

Additional Duties

- Manage technical account onboarding and offboarding.
- Present various technical and security training to all staff.

Knowledge, Skills, and Abilities

- Ability to independently monitor and manage the health, performance, and availability of IT systems hardware, software, and processes using system management tools such as Windows Server logs, RiskSense, MS Intune, Data Shield, and MS Defender for Endpoint to diagnose problems.
- Ability to accurately diagnose and solve complex problems with multiple possible causes.
- Monitor and maintain WSIPP's IT equipment and software. This includes maintenance and repair of physical desktop/workstation computers, laptops, virtual machines, network printers, Cisco routers, Cisco switches, telephony systems, various software packages, and virtual servers located in the Washington State cloud.
- Ability to establish and maintain cooperative working relationships with others to participate in projects, communicate with teammates and users.
- Ability to provide technical support to all WSIPP staff and work with minimal supervision to resolve technical problems for end-users.
- Knowledge of operating systems, applications, networking components, and their interrelationships to accurately assess the functionality of a system.
- Knowledge of basic backup and recovery techniques to protect and maintain data integrity.
- Ability to work diplomatically, professionally, and in a nonpartisan manner.

Minimum Qualifications

- Five (5) years of recent professional experience in one or more of the following IT disciplines: Server management, virtualization, server storage, system administration, networking and storage OR
- Associate degree in Computer Science, IT, or closely related field and three (3) years of recent professional experience as listed above OR
- Bachelor's degree or higher in Computer Science, Information Technology (IT) or closely related field and one (1) year of recent professional-level experience as listed above.
- Ability to clearly communicate—both verbally and in writing—technical problems, solutions, and projects to non-technical staff and management.

Desired Qualifications

- Experience conducting training.
- Experience working on OCIO Policy 141.10, Securing Information Technology Assets.

Conditions of Employment

- Must provide proof of identity and employment eligibility within three days of beginning work.
- Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.
- Employees must comply with WSIPP policies related to masking and vaccination requirements, as well as Governor Inslee's Proclamation 21-14.1, which requires employees to be fully vaccinated against COVID-19 or have received a medical or religious exemption prior to first day of work.

Work Environment

The System Administration works in an office environment with occasional meetings in a group setting. Flex scheduling and partial telecommuting is allowed.

Benefits

A full state benefits package which includes paid sick and vacation leave; paid campus holidays; a generous medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For more information about Evergreen's excellent employee benefits, please view http://www.evergreen.edu/payroll/benefits.htm

To Apply

Please visit https://evergreen.peopleadmin.com/postings/2936 to apply.