



**TEXAS STATE BOARD  
of PUBLIC ACCOUNTANCY**

William Treacy, Executive Director

[www.tsbpa.texas.gov](http://www.tsbpa.texas.gov)

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**JOB VACANCY NOTICE**

<b>Job Posting No.</b> 499	<b>Number of Openings</b> 1	<b>Posting Date</b> 01/09/2024	<b>Closing Date</b> Until Filled
<b>Job Title</b> Systems Administrator V (Windows Server Administrator)		<b>State Classification (Salary Group)</b> 0314/B25	

<b>Starting Salary</b> \$8,000.00/mo to \$9,000.00/mo based on experience and education
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<b>General Requirements</b>			
Hours worked weekly:	40	License or registration required:	No
Shift work required:	No	Job skills test required:	No
Travel required:	No	Agency Car Furnished:	No
Military Occupational Code:	25B-Information Technology Specialist, IT-Information Systems Technician		

**ABOUT TSBPA**

TSBPA licenses Certified Public Accountants (CPA) in order to protect Texas citizens' financial interests. We take pride in having our systems up and running at all times to best serve our clients who reside in many time zones around the world. Come join our close-knit IT team as we support the business functions of our agency of roughly 40 staff members. Your day will be anything but routine as a member of this team.

**WHO WE ARE LOOKING FOR**

We are looking for a motivated and self-driven Windows Server Administrator to join our small IT team alongside the staff who perform the roles of: network administrator, IBM server/systems administrator, programmer, webmaster, IT procurement analyst, project coordinator, system analyst, data processing staff, help desk support and IT Director.

**JOB DESCRIPTION**

A day in the life of this role is never the same. While there are many predictable tasks to be done (e.g., MS Updates, server monitoring, clearing logs/space, etc.) there are many things unpredictable and others that vary based on projects. We say "Address fires (if we have 'em), then operational work, and finally working on projects. So we casually split our days into operational work in the morning and project work in the afternoons. There is physical server work to be done as we get more space at our co-location as well as virtual server work. We have servers on-prem currently and are making moves to get into government cloud space. We also need to move to M 365, yes we haven't made that move yet.

This role will perform highly complex (senior-level) work involving coordination and the direct performance of activities associated with sustaining Microsoft servers included evaluation, installation, configuration, patching, upgrades, hardening of systems based on agency policies and industry best practices. Collaborates with agency's system owners, IT application development staff, and third-party system providers for application support needs, optimize application performance, and troubleshoot application issues. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. May be required to work in excess of 40 hours per workweek, be on-call, and travel to our co-location.

**BENEFITS OF WORKING AT TSBPA**

- The State of Texas provides:
  - Free comprehensive medical insurance with prescriptions for full-time employees
  - 50% of the premium costs for dependents/spouse is paid for
  - Basic Life Insurance
  - State of Texas Retirement administered by Employees Retirement System
  - 96 hours of accrued vacation a year
  - 96 hours of accrued sick leave a year
  - 20+ holidays every year
  - Discount Purchase Program

- Through the State of Texas, you can get:
  - TexaSaver 401(k)/457 Program
  - Tax-advantaged spending/savings accounts (health care, dependent care and limited-purpose flexible spending accounts)
  - Dental Insurance
  - Vision Benefits
  - Other life insurance options
  - Accidental Death & Dismemberment insurance
  - Short-term and long-term disability
- Through TSBPA you can have:
  - Easy access to our office located near the ACC Highland campus
  - Free covered parking connected to the building
  - Free building fitness and yoga room with showers
  - Flexible work schedules
  - Eligible for hybrid telecommuting
  - Work-life balance
  - Employee Assistance Program

## MINIMUM QUALIFICATIONS

- The candidate must have permanent residency within the state of Texas
- The candidate must be able to meet in-office requirements (i.e. report to office 5 days a week initially, then potential for hybrid teleworking)
- Graduation from an accredited 4-year college or university with major course work in computer science, computer information systems, server administration, network administration, cybersecurity, or a related field.

Note: Education and experience may be substituted for one another

- 1 additional year of the full-time minimum experience as stated above may substitute for each year (30 semester hours) of the required education with a maximum of 120 semester hours (four years).
- An MCSE certification may be substituted for 1 year of college/university experience.
- 5 years of progressive experience in:
  - server administration, including the Microsoft Windows Server 20xx environment
  - virtual server administration
  - troubleshooting server hardware and software integrations
- Skilled at:
  - Working under minimal supervision with considerable latitude for the use of initiative and independent judgement
  - Understanding and following complex instructions
  - Working cooperatively with others in a professional office environment
  - Analyzing, thinking critically, troubleshooting, and providing solutions for technical issues demonstrating strong problem-solving and technical skills
  - Exercising sound judgment and effective decision making
  - Establishing plans, setting objectives and goals, and meeting deadlines
  - Working on concurrent tasks in a fast-paced environment while effectively organizing, prioritizing, and coordinating work assignments
  - Oral and written communication to effectively convey complex and highly technical information to a diverse audience
  - Being flexible and working in a team environment with a diverse set of technical staff
  - Receiving and responding positively to constructive feedback
  - Providing excellent customer service: able to work across lines, both within IT and outside IT
  - Learning technologies quickly
  - Present recommendations in an effective manner
  - Establish and maintain effective and cordial working relationships at all organizational levels, including agency management, direct supervisors, co-workers, internal and external customers
- Experience in:
  - creating/maintaining current and accurate documentation:
    - current environments

- proposed environments
  - security protocols at various levels
  - standards, processes and procedures
  - test plans and test cases
- helpdesk support
- Ability to:
  - Safely bend, stoop, and safely lift items weighing up to 30 pounds
  - Perform other related duties as assigned

## **PREFERRED QUALIFICATIONS**

- Public industry experience in the state of Texas
- Microsoft Certified Solutions Expert (MCSE)
- 8 years of experience in:
  - Microsoft Windows Server administration including:
    - Installation, configuration, maintenance and administration of servers
    - Updating
    - Monitoring
  - VMware environment management
  - Hyper-V environment administration
  - Managing DNS and certificate services
  - DHCP management
  - SSL configuration and management
  - Group Policy management
  - LDAP management
  - Active Directory domain administration
  - Exchange server management (on-premises)
  - File server management
  - Applications server management
  - PKI certificate management
  - DELL and Lenovo server hardware
- 5 years of experience in:
  - Automation and scripting (e.g., PowerShell, Ruby, Ansible, BitBucket, GIT)
- Some experience in:
  - Maintaining hardware and software inventory
  - Disaster recovery tests and related activities
  - Experience migrating to Microsoft O365 or M365
- Knowledge of:
  - Cloud environments (AWS, Azure, Google Cloud)
  - Microsoft Access Identity Management
  - Local, state, and federal laws and regulations governing the procurement, management, and security of information technology resources.
  - Current hardware and software architectures and security best practices.
  - Understanding of ACLs, firewall rules, and network traffic flow

## **Work Hours**

- Must be able to work 40-hour weeks via an eight-hour daily schedule between 7:00 am and 6:00 pm Central Time, Monday – Friday
- May be required to work in excess of 40 hours
- May be required to work evenings or weekends
- Occasionally travel to our co-location
- Teleworking will be considered after 6 months if certain working conditions are met

Travel reimbursements are not provided for teleworking.

**Application Information**

To apply:

Complete a State of Texas Application for Employment form,  
And email or mail the application form and your personal resume to:

Personnel Division  
Texas State Board of Public Accountancy  
505 E. Huntland Dr., Ste 380  
Austin, Texas 78752-3757  
mlagunas@tsbpa.texas.gov

**NON SMOKING AGENCY**

**EEO EMPLOYER/AFFIRMATIVE ACTION EMPLOYER**

The Board does not discriminate on the basis of race, color, national origin, sex, religion or disability in employment or its activities.

Any request for reasonable accommodation needed during the application process should be communicated by the applicant to Personnel.