

County of St Clair

Data Processing

Microsoft Systems Engineer

I. Position Purpose

A Microsoft Systems Engineer supports the implementation, operation and maintenance of Microsoft Servers in the County's Enterprise Information System. These systems include, but are not limited to, Windows Server, Active Directory, Terminal Services, Internet Information Services, Exchange, Hyper-V, SharePoint, Systems Center and SQL Server.

II. Essential Functions, Tasks, Duties and Responsibilities

- a. Plan and deploy new Microsoft Server implementations.
- b. Perform system updates and maintenance to existing servers.
- c. Troubleshoot, research, and resolve errors on supported systems.
- d. Monitor systems to ensure efficient and error free operation.
- e. Set policies governing rules to provide secure access to County systems by Professional Staff, County Users, and the general public.
- f. Continuing education to stay proficient in the current technologies offered by Microsoft.

III. Organizational Relationships

- a. **Reports to:** Operations Supervisor
- b. **Supervises:** None

IV. Education and Training

- a. Microsoft Certified Solutions Expert (MCSE) certification.
- b. A degree in Computer Science or in a related field.
- c. 3-5 years job experience supporting Microsoft Windows Networks.

V. Knowledge, Skills and Mental Aptitude

- a. Advanced knowledge of Windows Server, Active Directory, Terminal Services, Exchange and SQL Server.
- b. Working knowledge of Hyper-V, SharePoint, Systems Center and Internet Information Services.
- c. Ability to work independently with little supervision.
- d. Ability to manage effectively in a team-oriented environment.
- e. Good communications skills are necessary to interact with County personnel and outside consultants and vendors.
- f. Organizational skills are necessary and must be able to manage multiple priorities.