

# NGTC      JOB BOARD

**BUSINESS NAME:** IXP Corporation

**JOB TITLE:** System Administrator

**JOB LOCATION:** Sandy Springs, GA

**DATE POSTED:** 1 June 2009

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**JOB DESCRIPTION:** System Administrator: responsible for administration and support of all technical systems utilized by the Center, which includes, but not limited to radio, Alphanumeric Paging Network, Computer Aided Dispatch System with GIS/Mapping, 911 Computerized Telephony Systems, Logging/Recording Systems, Time Synchronization systems, Automatic Vehicle Location and Mobile Computing & Administrative networks; supervises the System Technician; monitors operations; performance problem diagnosis; repair & routine maintenance of *all systems*; revises system operation documentation as needed; performs troubleshooting, repair & programming and oversees application support; ensures that MIS reports are available and accurate from each system for periodic reporting to DDO level staff and customers; assists in implementation of technical projects and other duties as assigned.

**QUALIFICATIONS KNOWLEDGE OF/SKILL IN:** Critical facility components such as emergency generator, UPS system, DC power plant & HVAC system; principles of vendor management; principles of public safety customer service & effective interaction with high level stakeholders; principles of accountability for work of self and technical function, basic call-taking techniques; knowledge of hardware (Intel-based servers, punch block & associated cabling, access control readers, CCTV cameras, connectors, digital processor units, troubleshooting & diagnostics, Cisco switches, access control readers, controllers & contacts) Software knowledge (Windows Exchange, Office & Domain Server experience, MS Operating Systems & SQL Server database, troubleshooting & diagnostics, Logging/Recording experience, MS Access 2003 or later)  
Required to work varied schedules and ability to work independently with minimal supervision

**REQUIRED EDUCATION/EXPERIENCE:** BS degree in Electrical Engineering, Computer Services, Telecommunications Systems Management desired; 3 years practical work knowledge/experience with public safety & security technologies; practical working knowledge of PCs and PC applications including office related & specialized software programs; 1 year of paid experience in supporting a public sector 9-1-1 dispatch center

**DESIRED LICENSES/CERTIFICATIONS:** must be able to obtain GA state driver's license and good driving record; must pass background check and criminal history investigation

**HOW TO APPLY: CONTACT:**

Kristin Bartlette

609-409-7549

[kbartlette@ixpcorp.com](mailto:kbartlette@ixpcorp.com)

To learn what other positions are listed with North Georgia Technical College, students may contact the Career Services Department of North Georgia Technical College:

E-mail: [cdc@northgatech.edu](mailto:cdc@northgatech.edu)

Or Call: Daniel Gregg, Director, 706-754-7728 from 8:30 am-5:30 pm, Monday thru Thursday

Lee Addis, Assistant, 706-754-7825 from 8:30 am-3:45 pm, Monday thru Thursday