



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Systems Administrator
Department: Information Technology
Classification: 9
Reports to: Information Technology Director
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: Supervisory Discretion
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 07/2025

Nature of Work:

This position is responsible for administering and maintaining vendor driven applications, servers, databases, document management systems, workflows, and records systems. This includes, but not limited to enterprise and end user computing services, email system, endpoint management, and cloud environments. This position will provide technical and analytical support for all supported technology

Communicates with:

Internally – All staff.

Externally – Vendors, government agencies, and public.

Supervision:

None

Essential Work Functions:

- Configure, test, and maintain various directories, objects, devices, and systems.
- Maintains and administers cloud computing services, and server-based applications
- Builds, apply and tests patches, and upgrades systems and servers.
- Assist in supporting and maintaining data backups, replication, and disaster recovery.
- Responds and investigates outages, communicates timelines and findings with team members, implements or coordinates solutions.
- Lead application implementation projects and upgrades for new and current systems.
- Manages and collaborates with appropriate staff to implement user and system security.
- Collaborates with appropriate staff or vendors to configure and maintain secure access.
- Works with sponsoring department(s) to identify and communicate technology requirements.
- Assist in creation of policies, procedures, and standards for systems.
- Provides training and guidance to IT staff and end users on new, changed, or existing technology, applications, and systems.
- Create and maintain systems documentation clearly and concisely.
- Support and maintain Electronic Document Management Systems, workflow, and records management systems.
- Support and actively work towards upholding the county's security goals.
- Provide helpdesk and support services for escalated issues.

Other Work Functions

- Performs related work as required.

- Participate in continuing education and training opportunities.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate's degree.
- Three (3) years of experience in system administration required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license
- Strong understanding of the organization's goals and objectives.
- Experience working with M365.
- Strong written, interpersonal, and oral communication skills for a variety of technical and non-technical audiences.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to work extended evening and weekend hours as needed.
- Knowledge and skills in information technology and project management.
- In-depth technical knowledge of networking, servers, cloud computing, and operating systems.
- Strong knowledge of TCP/IP and network administration/protocols.
- Knowledge of applicable practices and laws relating to data privacy and protection.
- High level of analytical and problem-solving abilities.
- Ability to research IT security issues, complex and specialized application solutions as required.
- Ability to follow data practices requirements regarding confidentiality and privacy.
- Ability to present ideas in business-friendly and user-friendly language.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Over 60 pounds of force)	X			
Challenging or threatening behaviors	X			
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____