

Recruitment Announcement

Surry County is taking applications for the position of **Systems Administrator** for the Surry County Communications Center. This position will perform professional work in maintaining PC hardware, operation systems and software in the Emergency Communications Center. This employee will assist with software upgrades, mapping software, telephone equipment, recording equipment, daily back-ups, and assignment of passwords and logins. This position will also assist with recommendations of maintenance support contracts, installs of CAD, RMS and 911 phone databases, and other duties as required. This position has no supervisory responsibilities; however, the employee may be assigned to assist in a project lead role. This position works under the direct supervision of the Communications Director and the Communications IT Manager.

JOB REQUIREMENTS: Graduation from high school and considerable experience in communications and dispatching and some experience with electronics, data processing, computer technology, telephone equipment, radio communications or an equivalent combination of education and experience. Desired qualifications are: Associates degree in a related field, basic telecommunicator certification, NENA, EMD, NC DCI, Disaster Management for 911 Centers, three years experience in 911 Communications, knowledge of geographical layout of the County, knowledge of a wide variety of communications equipment. The employee must possess excellent written and oral communication skills, including public speaking. The employee must have the ability to speak calmly and clearly. The employee must exercise sound judgment in emergency situations and the ability to maintain effective working relationships with the public and other employees. The employee should have a strong knowledge of Public Safety Dispatch applications. The employee should have excellent computer skills and be able to prepare spreadsheets and reports.

SALARY RANGE: Grade 66 (\$34,236 - \$56,712)

Applications will be taken at NC Works Career Center, 541 West Pine Street, Mount Airy, NC (phone 336-786-4169) or at Surry County Human Resources, 114 W. Atkins Street, Dobson, NC (336-401-8221) until filled. A complete list of duties and physical requirements will be available upon request.

SURRY COUNTY IS A DRUG FREE WORKPLACE/EEO EMPLOYER.

Date Posted: December 30, 2019

Date Closed: Open until filled