NEW MEXICO JUDICIAL BRANCH

NETWORK SYSTEMS ADMINISTRATOR SENIOR
(Classified)

TARGET SALARY: $82,110-$164,220 annually, or $39.476-$78.952 hourly depending upon experience (pay range KK/MM)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9665JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction administer database and network servers.

EXAMPLES OF JOB DUTIES

- **The Network Systems Administrator Senior** is responsible to design, build, configure, monitor and troubleshoot system, database and network servers.
- Coordinates with staff concerning technical activities and/or projects.
- Ensures network connectivity and identifies hardware equipment and configuration needs for routers and switches.
- Monitors database systems, and establishes and documents procedures and methods for database performance.
- Utilizes charge control methods for system software updates.
- Manages and monitors software licensing and system security while identifying system vulnerabilities.
- Confirms a data integrity plan and develops disaster recovery procedures.
- Administers software firewalls, and performs server backups, and restores.
- Performs and monitors server backups and inventory or storage of media used.
- Researches and implements new server technologies, methodologies, software, and hardware.
- Designs, tests, and plans for modification and/or migration of replacement network systems and development server environment.
- Develops and implements plans for fully integrated systems, including operating, network and database systems and applications.
- Ensures operating system software is properly installed, tested, and configured for maximum operating efficiency and performance.
- Documents processes and procedures for server administration, and monitors and tracks internet usage.
- Develops workstation images and install software and hardware migration.
- Configures routers and switches and upgrades patch hardware and software.
- May be assigned as a team lead on projects.

- May administer end user accounts, train help desk, assigns passwords, and appropriate security level access.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of server operating systems and services, network operations and administration best practices; new technology and tools; system and network security backup and recovery strategies and procedures; computer software; documentation tools; troubleshooting techniques and methodology; end users' needs and level of access; file and database configurations, maintenance and replication; diverse applications; hardware and software installations; web services, developer tools and system automation; capacity planning; business continuity assessment; monitoring tool implementation; virtualization technologies; storage management technologies.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Management, Information Technology, IT Engineering, or a related field.

> **Education Substitution**: Four (4) years of directly related or relevant experience may substitute for education on a year for year basis.

Experience: Five (5) years of general experience in systems design, administration, network administration or support activities in a multi-user environment of which two (2) years must be as a system or network administrator in a multi-user client server environment.

> **Experience Substitution**: Additional relevant education at the Master's Degree level may substitute for experience at a rate of 30 semester hours equals one (1) year of experience. Education may not be substituted for the specific experience required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

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Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 04/22/06, Rev: 05/02/11, 12/16/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.