

**Community Action Agency
of Butte County, Inc.**

JOB ANNOUNCEMENT

**Systems Administrator
\$48,692.80 to \$62,483.20**

Applications Due As Soon As Possible



ABOUT OUR COMMUNITY

If you're looking for a great place to live and work, Community Action Agency of Butte County, Inc. might be just what you were looking for. We are located in northern California only three hours from San Francisco and Reno, and only 1½ hours from the State Capital in metropolitan Sacramento. Butte County has the Sacramento River to the west and the Sierra Nevada Mountains in the east. It offers lifestyles from rural to suburban with cultural enrichment, and outdoor recreation. Our most populated city is Chico. It is home to California State University, Chico with approximately 16,000 students. It was named as one of America's "Top 100 Art Communities" due in part to the numerous art and glass blowing studios, including Orient & Flume, which is nationally recognized for its glass blown art and jewelry. Picnicking, swimming, and outdoor sport can be found in Bidwell Park, one the largest municipal park west of the Mississippi River with 3,670 acres.

A variety of outdoor recreation opportunities can be found throughout Butte and the surrounding counties. Lake Oroville offers boating, fishing and swimming; each September folks come to view the salmon run on the Feather River in Oroville. the surrounding foothills and mountains provide scenic vistas, camping, hiking and backpacking; the Town of Paradise is aptly named for it truly beautiful setting and friendly community.

ABOUT THE POSITION

Experienced Systems Administrator needed. This is an exempt status position. The ideal candidate will have broad technical expertise in a variety of server and networking technologies. Work is performed with a maximum amount of independence within established policies and procedures set forth by the Board of Directors, administration and relevant laws, ordinances and regulations. This classification requires creative ability, resourcefulness good communication skills and discriminating judgment in the analysis and solution of complex problems, and the ability to make technical decisions on specialized matters.

**MAJOR
RESPONSIBILITIES
AND DUTIES**

Job responsibilities include implementing, maintaining and troubleshooting servers, desktops, and networking equipment. Specific technologies include SQL Server, IIS, Linux and Cisco networking hardware. The ideal candidate will have broad technical expertise in a variety of server and networking technologies. In addition, they will:

- Implements, maintains and troubleshoots servers, desktops, and networking equipment
- Provides computer technology and application system direction, training, and dept. support.
- Develops standards for hardware and software acquisition and develops a programming methodology for use Agency-wide; coordinates and purchases all hardware and software.
- Principles of relevant, modern mainframe operating systems as well as client server network and personal computer based systems, intranet, internet and web technology and applications, principles of software programming.
- Principles and techniques of production planning, scheduling and control requirements for an information technology department.

QUALIFICATIONS

Candidates qualifications should include:

- Bachelors Degree in computer science, information systems or a related field.
- 4 yrs successful information, telecommunication, and technology experience
- 2 yrs of supervisory and/or management experience.
- Microsoft Certified MCSF, MCSA helpful, but not required.
- Cisco Certifications CCNP, CCNA helpful, but not required.

ABOUT THE CAA

The Community Action Agency of Butte County, Inc. ("Agency") is an anti-poverty agency that seeks to improve conditions of low-income households. Using a variety of strategies, the Agency is a catalyst for change with individuals and communities. The Agency employs a variety of approaches including community economic development, human service delivery, planning/advocacy, micro enterprise and housing to improve conditions and create economic opportunities.

Background

The Agency has operated a wide variety of programs and services since 1967, when it was incorporated as a private, non-profit, charitable corporation under the laws of the State of California. The Agency is governed by a Board of Directors comprised of local leaders in the private, public, and low-income sectors.

Present

We have a workforce of approximately 95 with a budget of \$6.5 million. The Agency programs operate through several departments: the Housing and Community Development Dept. with the Energy Training Center; the Food and Nutrition Dept.; and the Esplanade House Dept... Each department operates various projects and programs that enable low-income families and elderly to improve their lives. A community assessment is conducted periodically to ensure that use of resources addresses priority issues.

Butte County is rich in natural beauty, recreation, education and small industry, but is economically depressed. The County's per capita income is ranked 54 of 58 counties. Butte County has been in transition from rural to urban status. One of five residents are elderly and 19.8% of the population is low-income. Unemployment is typically higher than the State average

Our Mission

*CAA serves as a catalyst to reduce poverty and its symptoms through:
Providing quality services • Empowering individuals
Developing resources • Collaborating with others
Advocating on behalf of the economically and socially disadvantaged
Improving the conditions in which people live, learn and work*

Our Vision

We envision communities whose members feel secure and are self-sufficient

BENEFITS OF EMPLOYMENT

Salary Range

- The salary range for this position is \$48,692.80 to \$62,483.20.

Health, Dental, and Vision Insurance

- Currently the Agency pays 75% of the premiums for the employee and 50% for eligible dependents.

Life Insurance

- There is a nominal fee for a \$25,000 life insurance policy covering the employee. Spouse and children coverage is also available.

Retirement Plan

- Eligibility to make elective deferral contributions on your own behalf begin on or after the date of hire. Agency contributions are 6.25% effective after completing one-year of service (+1000 hrs).

Other Benefits

- Employee Assistance Program.
- 3 accrued Personal Holidays Annually
- 12 Paid Holidays
- 12 days accrued Sick Leave Annually

TO APPLY

Interested persons are urged to apply as soon as possible. A completed application packet is required and available at our website, www.buttecaa.com. You may also request to have an application mailed to you, emailed to you, or you may pick it up at the following location: **COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC. Attn: Office of Human Resources; 2255 Del Oro Avenue; Oroville, CA 95965.** If you have any questions, you may call 530-538-7559.



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, California 95965 (530) 538-7559 FAX (530) 533-7470

INSTRUCTIONS TO APPLICANTS FOR THE POSITION OF:

SYSTEMS ADMINISTRATOR

SALARY
RANGE 116 (\$23.41 - \$30.04)

IMPORTANT INFORMATION, PLEASE READ CAREFULLY!

AGENCY APPLICATION:

COMPLETE ALL PAGES OF THE APPLICATION. YOUR SIGNATURE IS REQUIRED. Do **NOT** USE “SEE RESUME” FOR ANY OF THE REQUESTED INFORMATION. **FAILURE TO PROVIDE ANY OF THE REQUIRED INFORMATION WILL RESULT IN THE REJECTION OF YOUR APPLICATION.** APPLICATION PACKETS MAY BE HAND-DELIVERED, FAXED OR SENT BY MAIL.

COVER LETTER (REQUIRED)

RESUME (REQUIRED)

LETTERS OF RECOMMENDATION (MINIMUM OF TWO (2) ARE REQUIRED)

JOB RELATED TRANSCRIPTS AND/OR CERTIFICATES ARE REQUIRED

PLEASE SUBMIT APPLICATION PACKET IN THE FOLLOWING ORDER:

1. COVER LETTER (REQUIRED)
2. AGENCY APPLICATION (REQUIRED)
3. RESUME (REQUIRED)
4. LETTERS OF RECOMMENDATION (REQUIRED)
5. JOB RELATED TRANSCRIPTS OR CERTIFICATES (REQUIRED)
6. REFERENCE AND BACKGROUND CHECK PERMISSION (REQUIRED)
7. AFFIRMATIVE ACTION QUESTIONNAIRE (OPTIONAL)

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO PROVIDE ALL COPIES OF DOCUMENTS YOU ARE SUBMITTING. **THE COMMUNITY ACTION AGENCY DOES NOT MAKE COPIES FOR APPLICANTS.** INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

SYSTEMS ADMINISTRATOR

DEFINITION

Under general direction, to plan, develop, organize, and implement the policies, regulations, guidelines, and procedures pertaining to Agency information, technology and telecommunication programs; to serve as a resource and liaison to the Agency, site personnel, and support personnel concerning information services, technology and telecommunications programs to enhance operational processes; to perform a variety of research and develop evaluation designs in determining information, technology, and telecommunication program effectiveness; to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This is a division management level classification responsible for day to day administration and management of Agency-wide information technology. Coordinates and purchases all hardware and software for the Agency. Work is performed with a maximum amount of independence within established policies and procedures set forth by the Board of Directors, administration and relevant laws, ordinances and regulations. This classification requires creative ability, resourcefulness and discriminating judgment in the analysis and solution of complex problems, and the ability to make technical decisions on specialized matters. Work is reviewed in terms of fulfillment of goals, program effectiveness and soundness of judgment.

REPORTS TO:

The incumbent will report to the Executive Director, the Director of Planning and Resource Development and/or the Chief Financial Officer.

CLASSIFICATIONS SUPERVISED

May provide lead direction, training and evaluations for assigned IT support staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES – *Important responsibilities and duties may include, but are not limited to, the following:*

- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional and technical staff.
- Recommends the selection of staff; trains staff in work procedures; administers discipline as required.
- Provides specialized programming for the development, installation, and maintenance of application systems for the Agency computers and application systems.
- Operates and maintains an Agency-wide communications network providing access to Agency computers and application systems.
- Provides computer technology and application system direction, training, and support for operating departments.
- Develops standards for hardware and software acquisition and develops a programming methodology for use Agency-wide; coordinates and purchases all hardware and software.
- Plans, organizes, evaluates and prioritizes recommendations regarding the acquisition, installation and maintenance of Agency automated information systems.
- Recommends short-term and long range information technology, communication and management information systems plans, policies and procedure, necessary to maximize the use of Agency information technology resources.
- Provides a high standard of service while planning for improved service delivery approaches based on new technology.
- Consults with and advises department management regarding the feasibility and cost effectiveness of utilizing computer applications.
- Responds to emergency hardware and software problems; troubleshoots problems and resolves if possible or contacts vendor staff.
- Develops and maintains effective and collaborative customer relationships based on meeting department needs.
- Assists in preparing division budget, negotiates with contractors and contracts for the procurement and support of information technology throughout the Agency which includes hardware, software, network connections, services and supplies.
- Recommends information technology systems, personnel and supply requirements to accomplish effective planning, implementation and operation of information systems throughout the Agency.
- Perform related duties and responsibilities as assigned.

QUALIFICATIONS**Knowledge of:**

- Principles and effective practices of management, including organization, administration, supervision and personnel.
- Principles and practices of employee supervision, training and performance evaluation.
- Principles, methods, techniques and design of government systems necessary to develop and evaluate program priorities, goals and objectives.
- Principles of relevant, modern mainframe operating systems as well as client server network and personal computer based systems, intranet, internet and web technology and applications, principles of software programming.
- Principles and techniques of production planning, scheduling and control requirements for an information technology department.
- Principles of program planning and systems analysis and design.
- Principles of Agency purchasing and contract administration.

Ability to:

- Maintain and monitor the health of the network including servers, switches, routers, and firewalls.
- Update/patch software on a continuous basis.
- Schedule and maintain mission critical backups.
- Provide backup restoration services.
- Maintain the IP addressing schema.
- Setup networking switching VLAN schemes.
- Monitor Internet access and services.
- Establish and maintain Symantec Ghost images of mission critical servers and workstations.
- Manage the server based antivirus application and server.
- Control VPN access to applications and data.
- Plan, organize, coordinate and direct the operation of the IT functions in an efficient and effective manner.
- Exercise initiative, ingenuity and sound judgment in solving difficult administrative, technical and personnel problems.
- Evaluate information technology policies and program practices, define problem areas and develop and direct the implementation of policy decisions and practices to improve departmental operations and services.
- Establish and maintain effective working relationships with public officials, staff, operating department personnel and others contacted in the course of work.
- Interpret, analyze and apply complex policies, regulations and technical data and prepare clear and concise administrative and technical reports and present in written and/or oral form.
- Plan, direct and coordinate the work of personnel involved in Agency-wide computer services.
- Deal tactfully, convincingly and effectively with department personnel, government officials, and the general public.
- Analyze and interpret complex data; direct cost effectiveness studies and recommend alternatives.
- Develop and update departmental long-range plans, rules, regulations and policies.
- Safety practices related to the work.
- Form and documentation design techniques.
- Effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific objectives, plans and policies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

TYPICAL WORKING CONDITIONS (continued)

- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.
- requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry or use of other office equipment or supplies; occasionally requires sufficient strength and coordination for lifting, pushing, pulling, and/or carrying the weight of computer equipment; dexterity to climb or crawl necessary to install cable in areas of close tolerance; ability to operate a motor vehicle; involves extensive VDT exposure.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Training and Experience Guideline

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience

- A combination of education and/or experience equal to the completion of a Bachelors Degree from an accredited college or university in computer science, information systems management, or a related field.
- AND
- Four years of successful information, telecommunication, and technology experience, including two years of supervisory and/or management experience.

License or Certificate

- Microsoft Certified MCSE, MCSA helpful, but not required.
- Cisco Certifications CCNP, CCNA helpful, but not required

Special Requirements:

- Possession of a valid and appropriate California Driver’s License with a good driving record and
- Minimum insurance as required by law.

CERTIFICATION:

I certify that I have read and understand the duties and responsibilities of my job description as outlined above.

(Employee’s Signature)

(Date)

Community Action Agency of Butte County, Inc. personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Agency.

Original to Personnel File, copy to employee



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, California 95965; Phone: (530) 538-7559; Fax: (530) 533-7470

EMPLOYMENT APPLICATION

SO THAT YOU WILL RECEIVE FULL CONSIDERATION FOR EMPLOYMENT OPPORTUNITIES AT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC., PLEASE BE CERTAIN TO FILL IN ALL THE SPACES ON THE AGENCY'S APPLICATION FORM. **IF ANY INFORMATION IS MISSING, YOUR APPLICATION MAY BE REJECTED.**

APPLYING FOR THE POSITION OF: _____

NAME: _____
FIRST MIDDLE LAST

OTHER NAMES USED: _____

PHONE: () MESSAGE PHONE: () SOC. SEC. NO.: _____

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP CODE

MAILING ADDRESS: _____
IF DIFFERENT FROM STREET ADDRESS

DRIVER'S LICENSE NO.: _____ CLASS: _____ EXPIRATION DATE: _____

EMPLOYMENT ELIGIBILITY VERIFICATION:

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO

LIST ANY RELATIVE NOW WORKING FOR THIS AGENCY (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY): NOT APPLICABLE

NAME: _____ RELATIONSHIP: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? YES NO

IF YOU ANSWERED **YES** TO THE ABOVE QUESTION, USE THE SPACE BELOW TO EXPLAIN. (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

EDUCATION AND TRAINING

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION ON THE JOB DESCRIPTION BEFORE FILLING OUT THIS SECTION. PLEASE LIST SPECIFICS THAT QUALIFY YOU FOR THE POSITION, WHICH YOU ARE APPLYING. FAILURE TO LIST REQUIRED QUALIFICATIONS WILL ELIMINATE YOUR FROM CONSIDERATION.

TYPE OF SCHOOL	NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	MAJOR	LIST DEGREE OR DIPLOMA
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
VOCATIONAL, TRADE OR BUSINESS					

LICENSES/CERTIFICATES (ATTACH DOCUMENTATION):

EXPERIENCE AND EMPLOYMENT HISTORY:

PROVIDE THE PAST TEN (10) YEARS OR MORE OF PREVIOUS EMPLOYMENT HISTORY (FULL-TIME, PART-TIME, PAID, UNPAID OR VOLUNTEER) PERTINENT TO THE POSITION FOR WHICH YOU ARE APPLYING. **DO NOT USE "SEE RESUME" FOR ANY OF THE REQUESTED INFORMATION ON THIS FORM.** RESUMES MAY BE ATTACHED, BUT WILL NOT BE ACCEPTED IN PLACE OF A PROPERLY COMPLETED CAABCI EMPLOYMENT APPLICATION FORM. ACCOUNT FOR ALL PERIODS (THREE (3) MONTHS OR MORE) OF UNEMPLOYMENT. PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED.

FROM: _____ (MM/DD/YYYY)	TO: _____ (MM/DD/YYYY)	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u> ()
TOTAL: _____ YR. _____ MO. HOURS PER WEEK: _____		<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
SALARY: \$ _____ PER _____		NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>	
IF YOU ARE CURRENTLY EMPLOYED, MAY WE CONTACT YOUR PRESENT EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>				
<u>DUTIES:</u>				
FROM: _____ (MM/DD/YYYY)	TO: _____ (MM/DD/YYYY)	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u> ()
TOTAL: _____ YR. _____ MO. HOURS PER WEEK: _____		<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
SALARY: \$ _____ PER _____		NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>	
<u>DUTIES:</u>				
FROM: _____ (MM/DD/YYYY)	TO: _____ (MM/DD/YYYY)	<u>JOB TITLE:</u>	<u>EMPLOYER NAME:</u>	<u>PHONE NO.:</u> ()
TOTAL: _____ YR. _____ MO. HOURS PER WEEK: _____		<u>SUPERVISOR'S NAME/TITLE:</u>	<u>ADDRESS:</u>	
SALARY: \$ _____ PER _____		NO. SUPERVISED: _____	<u>REASON FOR LEAVING:</u>	
<u>DUTIES:</u>				

LIST ANY FOREIGN LANGUAGE:

SPEAK: _____

WRITE: _____

WILL YOU BE ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS?

Yes No

REFERENCES: LIST BELOW THREE (3) PERSONS NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR WORK PERFORMANCE WITHIN THE LAST THREE (3) YEARS. PROFESSIONAL REFERENCES ARE PREFERABLE.

NAME	ADDRESS	PHONE	OCCUPATION	YEARS KNOWN

PLEASE STATE ANY PREVIOUS EXPERIENCES THAT QUALIFY YOU FOR THE POSITION WHICH YOU ARE APPLYING. _____

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN CONNECTION WITH THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION IS GROUNDS FOR DISQUALIFICATION FOR FURTHER CONSIDERATION FOR EMPLOYMENT AND/OR IMMEDIATE TERMINATION OF EMPLOYMENT IF DISCOVERED AT A LATER DATE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I FURTHER AUTHORIZE THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL PERTINENT INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, PERSONAL OR OTHERWISE. I RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU. **I UNDERSTAND THAT COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC. IS AN AT-WILL EMPLOYER.**

APPLICANT'S SIGNATURE REQUIRED

DATE



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, California 95965 (530) 538-7559 FAX (530) 533-7470

**REFERENCE AND BACKGROUND CHECK PERMISSION
FOR PROSPECTIVE EMPLOYEE**

I HEREBY AUTHORIZE FORMER EMPLOYERS OR PERSONS/COMPANIES LISTED ON MY JOB APPLICATION TO RELEASE INFORMATION THEY MAY HAVE ABOUT ME TO "COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC" OR ITS AGENTS AND EMPLOYEES. I ALSO RELEASE ALL PERSONS OR COMPANIES/AGENCIES FROM ANY LIABILITY OR RESPONSIBILITY FROM DOING SO.

FURTHER, I UNDERSTAND THAT SUCH CONTACT MAY CONTAIN INFORMATION ABOUT MY BACKGROUND, CHARACTER, AND PERSONAL REPUTATION. I UNDERSTAND THAT THIS NOTICE WILL ALSO APPLY TO ANY FUTURE UPDATE REPORTS THAT MAY BE REQUESTED.

SOCIAL SECURITY NUMBER: _____-_____-_____

APPLICANT'S SIGNATURE: _____

APPLICANT'S PRINTED NAME: _____

DATE: ____/____/____

