



**STATE OF VERMONT**  
OFFICE OF LEGISLATIVE COUNCIL

**NOW HIRING: SYSTEMS ADMINISTRATOR**

The Office of the Legislative Council, IT Department, is seeking a systems administrator who would be responsible for administering and supporting the organization's IT systems, and provide support and guidance to help desk team members. The systems administrator will also assist in the planning and development of new IT systems.

This position is nonpartisan, and it is essential that personal political beliefs do not interfere with the quality of service provided.

The Office of the Legislative Council, IT Department, is a small collaborative team. Strong interpersonal skills and the ability to be a self-starter are essential. In addition to the standard compensation package, we also provide paid technical training and professional development opportunities.

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**This is a year-round, full-time, exempt position with full State of Vermont benefits.**

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**REQUIRED EDUCATION/EXPERIENCE:**

The ideal candidate will have at least 2 years' experience in enterprise class system administration. The candidate should be able to work both independently and in a small group.

**REQUIRED SKILLS:**

- Microsoft Server Operating Systems (2008R2/2012R2)
- Office 365 (Exchange, Azure)
- Active Directory
- DNS/DHCP
- Microsoft Group Policy
- LAN Network Infrastructure
- TCP/IP

**APPLICATION PROCEDURE:**

Please submit a resume and a cover letter describing how your education and experience make you well-suited for this position to: [ITApplication@leg.state.vt.us](mailto:ITApplication@leg.state.vt.us). Include the subject line: "Systems Administrator" in your e-mail. The resume and cover letter should be in MS Word or PDF format.

**EQUAL OPPORTUNITY EMPLOYER:**

The Office of Legislative Council is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged. ADA accommodations will be provided upon request.