



Systems Administrator

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT YOU WILL DO

The purpose of this position is to provide administration support to the Facilities Department.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Coordinates, enters and schedules work order requisitions
- Enters and edits data for new and existing facilities assets.
- Manages data and entries associated with weekly, monthly, and annual reports for CMMS, EAM, and operating budgets for the facilities department.
- Enters requisitions for purchase orders and Pcard purchases
- Manages receipts, invoices, and payments for the department.
- Coordinates materials, supplies and contractor orders with Maintenance Supervisor.
- Collecting and collating utilization data.

Requirements:

- High school diploma or equivalent required with 1 year related experience and/or training; or associates degree and 6-months related experience; or an equivalent combination of education and experience

Preferred Requirements:

- 2 years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Must pass a criminal background check

Wage & Benefits

The starting hourly wage range is \$22.35 - \$24.91 per hour depending on qualifications.

Benefit Highlights

* Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*

* Life insurance* Wisconsin Retirement System* Health Savings Account * Deferred Compensation Program*

Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer