IT Systems Administrator

General Responsibilities:
The IT Systems Administrator is responsible for designing, maintaining, and optimizing the on-premises private cloud infrastructure (Nutanix AOS/AHV), Citrix DAS 2402 environments, Windows Server platforms, and hybrid Microsoft 365 workloads. This position manages the lifecycle of non-persistent virtual desktop images and applications and contributes to the organization's long-term infrastructure strategy.

Infrastructure Operations & Virtualization
- Install, configure, upgrade, and maintain physical and virtual infrastructure including servers, hypervisors, and core services.
- Manage Nutanix hyper-converged clusters running AOS and AHV, including life cycle management, resource provisioning, performance tuning, and capacity planning.
- Administer and maintain Windows Server 2019/2022 systems, including Group Policy, roles/services, and patch management.
- Automate image lifecycle using Citrix Studio (MCS), ensuring Secure Boot and Device Guard enforcement.
- Support FSLogix profile containers and user environment management across Citrix non-persistent VDI environments.

Performance Monitoring & Optimization
- Monitor infrastructure health and performance using tools such as Nutanix Prism Central, Windows Admin Center, and OS-native utilities.
- Analyze system logs, identify performance bottlenecks, and make configuration adjustments to maintain high availability and responsiveness.

Security & Compliance
- Implement and manage layered security controls, including OS hardening, identity and access management, and firewall policy enforcement.
- Maintain systems in compliance with applicable regulations, including CJIS requirements.
- Remediate infrastructure vulnerabilities as identified by threat detection, vulnerability scanning, or policy audits.

Cloud & Hybrid Integration
- Integrate Microsoft 365 workloads and Azure services with on-premises virtualization infrastructure.
- Support hybrid-cloud operations including identity federation, Exchange hybrid configuration, and file synchronization strategies.

Support & Collaboration
- Provide Tier III support for escalated issues related to virtualization, server platforms, and enterprise workloads (Citrix, FSLogix, Nutanix, Windows, M365).
- Collaborate with the Help Desk and other IT personnel to resolve complex issues and maintain service availability.
- Document procedures, configurations, and system changes to support knowledge sharing and compliance.

Strategy & Professional Development
- Contribute to infrastructure planning and modernization roadmaps, including MSIX application packaging and virtualization strategies.
- Participate in training, workshops, and technical events to stay current with relevant technologies and certifications.
- Perform additional duties aligned with departmental objectives and organizational initiatives as assigned by leadership.
- Comply with all Clerk and Comptroller policies and procedures.
- Maintain regular and punctual attendance.
- Work cooperatively with others.
- Perform all duties outlined within the job description and other job duties and special tasks as assigned.

Education and Experience Requirements:
- Graduation from an accredited college or university with a bachelor's degree in information technology, computer science, or a related field;
- Supplemented by a minimum of at least two (2) years of experience as a systems administrator;
- In lieu of a formal degree, candidates may qualify with a minimum of five (5) years of progressively responsible experience supporting enterprise virtualization and server infrastructure;
- An equivalent combination of training and experience, which provides the required knowledge skills and abilities to perform the job, may be considered.

Certificates, Licenses and Registrations:
- Possession of a valid drivers license;
- Must be eligible to earn, and maintain CJIS certification with FDLE;
- Nutanix NCP-MCI – Nutanix Certified Professional preferred;
- Citrix CCP-V – Citrix Certified Professional – Virtualization preferred;
- Microsoft AZ-104 – Microsoft Certified: Azure Administrator Associate preferred;
- Equivalent certifications such as VMware VCP or others will be considered.

Knowledge, Skills and Abilities Required:
- **Virtualization Platforms**: In-depth expertise with Nutanix AOS/AHV or equivalent (e.g., VMware vSphere/vSAN).
- **Cloud Integration**: Familiarity with Microsoft Azure and Microsoft 365 (Exchange Online, Intune, Entra ID), including hybrid integration.
- **Operating Systems:** Proficient in Windows Server administration; working knowledge of Linux server environments.
- **Networking Fundamentals**: Understanding of TCP/IP, VLANs, routing, IPS, and firewalls (Fortinet preferred).
- **Automation & Scripting**: Practical experience using PowerShell (preferred), Python, or Bash to automate administrative tasks and infrastructure operations.
- **Security Best Practices:** Knowledge of security frameworks (e.g., CJIS, CIS Benchmarks), OS hardening, and virtualization security principles.
- **Problem Solving**: Ability to analyze and resolve complex infrastructure problems quickly and effectively.

Posted: 8/4/2025
Closes: Open until filled
Pay Rate: $81,319 - $105,000 annually

All applicants interested in applying with the Walton County Clerk of the Circuit Court & Comptroller are required to complete an online application which can be obtained on the Clerk & Comptroller's website. If an applicant does not have easy access to the internet, they may visit one of Walton County's four public libraries or visit a CareerSource Okaloosa Walton location for internet access and assistance. If an applicant is unable to complete the online application, please contact Lauren Ervin at laurene@waltonclerk.com or 850-892-8115 to make accommodations. Proficiency testing may be required.

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The Walton County Clerk of the Circuit Court & Comptroller's Office is an Equal Opportunity Employer/Drug-Free Workplace. If you need an accommodation because of a disability in order to participate in the application/ selection process, please notify Human Resources in advance.

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Veterans are encouraged to apply. Pursuant to applicable state and federal law, preference and priority shall be given to certain service members and veterans (including spouses and family members of such service members and veterans), and certain service members may be eligible for waiver of post-secondary educational requirements as provided in Chapter 295, Florida Statutes.