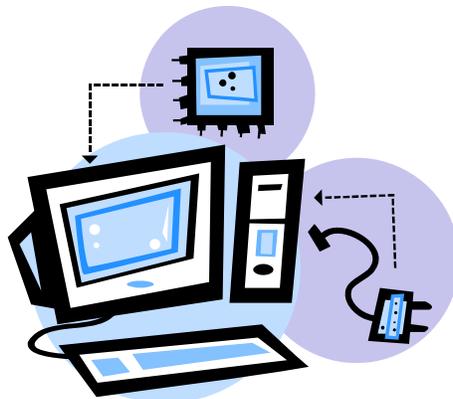


HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE
POSITION OPENING
SYSTEM ADMINISTRATOR



The Haines Borough is accepting applications for a full-time (32 hours/week) System Administrator. This position manages all aspects of the borough's computer and network, and telephone operations; recommends the proper equipment to meet the borough's needs; purchases, installs and maintains back-ups, integrity and security of all borough computer, network, and telephone operations.

This position occasionally requires a flexible schedule and/or evening and weekend work. Typically the schedule will be temporarily adjusted following consultation with the supervisor. This position will not be on call 24/7 but, in the event of a systems emergency, the employee may be contacted.

Note: The borough is simultaneously seeking proposals from qualified individuals or businesses to provide IT/computer support services to the borough on a contractual basis. The borough will select the most appropriate solution to fulfill its IT support requirements.

Qualification Requirements: (1) Associates or Bachelor's degree from an accredited institution in information technology, computer science, computer engineering, or a closely-related field; and a minimum of two years of progressively responsible information systems management experience [Note: other combinations of relevant experience and education may be considered.]; (2) ability to demonstrate possession of the required knowledge and abilities as described in this position description; (3) must hold and maintain a valid Alaska Driver's license; (4) must have no misdemeanor convictions within the last 5 years and no felony convictions period [Note: due to the sensitive nature of the information, business, and work performed for the borough, a thorough background evaluation will be performed. With law enforcement work involved and special technologies, security clearances must be maintained.

Wage and Benefits: Starting wage is \$23.37/hour, plus full union benefits including medical insurance. Subject to a union initiation fee, union dues, a PERS percentage, and medical insurance co-pay.

Application Deadline: 5:00 p.m., Monday, December 3, 2012.

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesborough.us or by contacting:

Borough Clerk's Office
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 Third Ave South
907-766-2231, ext. 31 or 36
Fax: 907-766-2716

Posted 11/12/12

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