



JOE LOMBARDO  
Governor

## NEVADA GAMING CONTROL BOARD

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KIRK D. HENDRICK, *Chairman*  
HON. GEORGE ASSAD (RET.), *Member*  
CHANDENI K. SENDALL, *Member*

### **Systems Administrator, Technology Division Nevada Gaming Control Board**

Carson City, Reno or Las Vegas

Salary up to \$124,415 (Employee/Employer Paid Retirement Plan)

The Nevada Gaming Control Board ("Board") is seeking a diverse pool of qualified applicants for a Systems Administrator position in the Technology Division. This is an unclassified, full-time position located in Carson City, Reno or Las Vegas, Nevada.

The Board governs Nevada's gaming industry through strict regulation of all persons, locations, practices, associations and related activities. The Board protects the integrity and stability of the industry through our investigative and licensing practices, and we enforce laws and regulations, while holding gaming licensees to high standards. Through these practices, The Board is able to ensure the proper collection of taxes and fees that are an essential source of revenue for Nevada.

### **Position Description**

The Systems Administrator is responsible for all aspects of managing and maintaining the Board's computer systems and networks. This includes datacenter operations; systems administration; applications administration; systems patching; disaster preparedness planning; and system testing for all Board offices. The position requires strong technical skills and experience relating to the above responsibilities; excellent oral and written communication skills; as well as the ability to quickly and independently learn new technologies

### **Roles and Responsibilities**

- Administer Microsoft servers, Active Directory, Exchange, internal DNS, DHCP, Certificate Services, DFS, and Group Policies.
- Administer Microsoft IIS web servers, as well as performing server and system patching.
- Administer a virtualized server farm spread across sites throughout the State.
- Manage backup systems, disaster recovery, and data loss prevention.
- Managing and maintaining server and application environments, as well as actively participating in and contributing to various IT projects.
- Provide level 2 IT support for staff and function as an escalation point for complex technical issues.
- Create and maintain technical documentation.

- May provide after-hours support on a rotating schedule to ensure the availability of Board systems and network to support the agency's mission critical 24x7 operations.

### **Travel**

This position may require in-state travel outside of normal business hours.

### **Recruitment**

This is an open, competitive recruitment for all qualified applicants.

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university with major course work in Computer Science, Management Information Systems, or closely related field.
- 5 years of experience with Microsoft Windows server administration, Microsoft Exchange, and VMWare administration.
- Demonstrated proficiency with VMware vSphere, Microsoft Windows Server, Active Directory, and server hardware
- Practical knowledge of advanced networking (routing, subnets, VLAN's, TCP/IP) and network storage (SANs, NAS, iSCSI, NFS, SMB, RAID).
- Strong troubleshooting skills and the ability to resolve complex technical issues.
- Excellent communication and interpersonal skills, with the ability to work effectively with team members and end-users.
- and organizational skills with the ability to achieve objectives with strict deadlines.
- At the Hiring Manager's discretion, experience may be substituted for education.
- The successful candidate must have or obtain CompTIA A+ certification within 1 year of employment.

This position announcement lists the major duties and requirements of the job and is not all inclusive. The successful candidate will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills. The responsibilities of this position will require the successful candidate to work a schedule consistent with the standard operating hours of the Board (e.g., Monday through Friday, 8 a.m. to 5 p.m.).

### **Preferred Qualifications**

In addition to the minimum qualifications, a well-qualified candidate will also have additional certifications such as CompTIA Network+, CompTIA Server+, JNCIA, VCP-DCV, CCNA, CCNP, and PCNSA.

### **Salary**

The salary for the Systems Administrator is up to \$124,415 which reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

**Benefits**

Benefits include paid medical, dental, vision care, life and disability insurance programs; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to social security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the Division of Human Resource Management of the Department of Administration, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

**How to Apply**

All applicants who meet the minimum qualifications are invited to apply for this position and must do so by completing the job application available at the Nevada Gaming Control Board website at <https://gaming.nv.gov/hr/join/>. In your cover letter, please indicate how you heard about this position. Applications will be accepted until recruitment needs are satisfied.

A background investigation will be conducted to verify the accuracy and completeness of statements made on the application and to obtain information relevant to predicting successful performance as an employee of the Board.

This position requires a pre-employment drug screening.

Applications will be accepted until the recruitment need is satisfied, and recruitment may close at any time.

***The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and do not discriminate based on race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.***