



## Job Vacancy Announcement

**Agency Job Posting #:** TSBP 26-026  
**Work in Texas #:** 17026377

**Number of Openings:** 1  
**Schedule:** Full-Time

**Opening Date:** June 11, 2026  
**Closing Date:** June 25, 2026

**Job Title:** Systems Administrator IV  
**State Classification:** 0313 – Systems Administrator IV  
**FLSA:** Exempt  
**Monthly Salary Range:** \$6,333.33 - \$7,166.66 (B23)  
**Team:** Information Technology  
**Reports to:** Director of Information Technology  
**Travel:** None  
**New Hires & Rehires:** 60-day waiting period for health coverage

**Flex Schedule Allowance:** Position Eligible (according to business needs)  
**Teleworking Status:** Position Eligible: Hybrid according to business needs

### Military Crosswalk

**Army:** 17C, 25B, 25D, 255A, 255N, 255S, 255Z, 26A, 26B, 26Z  
**Navy:** CTI, CTM, CTT, CWT, IT, ITS, 181X, 182X, 681X, 682X, 781X, 782X, 784X  
**Coast Guard:** IT, CYB10, CYB11, ISM  
**Marine:** 0671, 0679, 2651, 5974, 6049, 6694, 065, 0670, 8858  
**Air Force:** 1B4X1, 1D7X1, 17C0, 17DX, 17SX  
**Space Force:** 514A, 5C0X1N, 5C0X1S, 17S

### GENERAL POSITION DESCRIPTION

Performs systems administration work involving maintaining the configuration and operation, and reliability of systems and installing and upgrading computer components and system software.

The Systems Administrator works directly with computer hardware and software, including installation, maintenance, and data recovery. Employees typically install and update software, manage an agency’s servers, resolve problems with computer systems, evaluate and optimize a system for effective performance, add users to networks, manage desktop and mobile equipment, and provide routine automation. The System Administrator VI may also support other IT staff members by helping to support the Local Area Network and telecommunications.

### REPORTING RELATIONSHIPS

Performs highly complex (senior-level) systems administration work. Works under limited supervision of the Director of Information Technology, with considerable latitude for the use of initiative and independent judgment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs troubleshooting support of systems hardware, software, and networking issues. Responds to incident and problem calls, and processes service requests and tasks.
- Installs, configures, maintains, and administers servers, operating systems, and applications.
- Supports operational, technical, and system requirements for the location, installation, operation, and maintenance of servers.
- Prepares and maintains operating procedures for technical support, troubleshooting, maintenance, and innovative systems administration techniques.
- Maintain workstation/server data integrity by using appropriate software and hardware solutions along with implementing a schedule of backups for data archiving.
- Configure automation routines using scripting and other programming languages.
- Study existing information processing systems to evaluate effectiveness, and develop new systems to improve production or workflow as required.
- Coordinate, plan, and schedule the installation of or training for new or revised systems, and define business process requirements.

- Define and manage the roles and access privileges of individual network entities' users and devices within a variety of applications to prevent unauthorized access.
- Administer agency-owned server-level tasks in the Active Directory domain including Hyper-V, HCP, Group Policy, Print and File Services, SQL, MS SharePoint, and storage.
- Administer network devices, in collaboration with the Cybersecurity Analyst I, including firewall/VPN, routers, and switches as well as internal infrastructure, Wireless Access Points, and all telecommunications.
- Administer federation, authentication, LDAP integrations, and access control systems in collaboration with the Cybersecurity Analyst I.
- Administer and manage all agency mobile devices and the Mobile Device Management (MDM) console, including enrollment, configuration, compliance policies, security controls, application deployment, and troubleshooting.
- Support Office 365 in collaboration with the Systems Support Specialist V.
- Administer information backup and recovery processes, including on-site and off-site backups, verifying backup integrity, performing restore tests, and ensuring compliance with agency retention and continuity requirements.
- Develops documentation as required, including installation instructions, configuration guides, and Standard Operating Procedures for technical support and ongoing maintenance.
- Assists in providing technical assistance and support for troubleshooting system software and hardware problems for remote and local staff. Responds to incident and problem calls, and processes service requests and tasks.
- Complete project management tasks for technical projects related to designated area of responsibility.
- Research and analyze current and emerging telecommunications technologies, hardware, software, and services and develop recommendations for IT management on system upgrades and configurations.
- Communicate with DIR network support, as well as with vendors, users, management, on connectivity issues.
- May train support staff in the installation or use of existing or new systems utilized by the agency.
- May analyze and assist in defining agency disaster recovery and business continuity responsibilities and procedures.
- Determines work priorities and schedules time accordingly.
- Complies with all agency personnel policies, including regular attendance.
- Performs related work as assigned, including job duties provided in the SAO job description.

## General Qualifications

### Knowledge, Skills, and Abilities

- Knowledge of systems administration; computer hardware and software configuration and troubleshooting; operating systems and applications; computer programming and architecture of scripting languages; and basic Internet security administration.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to recognize, analyze, and resolve complex technical issues; to analyze systems and procedures; to use network management, administration, and other system administration tools; and to communicate effectively. Skill in the use of standard office equipment, computers, and computer software, including Microsoft Word and Excel.
- Ability to establish and maintain effective working relationships with managers, co-workers, and other agency staff.
- Ability to communicate effectively both orally and in writing.
- Ability to work in a team environment.

- Ability to plan and arrange your own work in order to meet deadlines.
- Ability to process multiple assignments simultaneously.
- Ability to provide effective leadership.
- Skill in problem solving.

## Education and Experience Requirements

Experience and/or education in a field relevant to the work being performed. Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to be specific and meet the agency's business needs. Agencies also may substitute experience and education for one another, if appropriate and allowed by statute.

Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred AND four (4) years total experience operating supporting a local area network and Windows Domains (Active Directory) with multiple servers and services.

Associate degree or related work experience may be substituted for education on a year-for-year basis.

As a condition of employment, a criminal background check will be conducted (state and national fingerprint background check).

## License Required: None

Preferred certifications: Windows Server Hybrid Administrator Associate, Microsoft 365 Administrator Expert, or CompTIA Network+

If registered as a pharmacy technician, must possess a current registration certificate and be in good standing with the Texas State Board of Pharmacy.

## Environmental and Physical Conditions

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

*The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*

## Conditions of Employment

Upon employment, all persons hired will be required to complete state and/or national fingerprint identification checks. Employees must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Felony convictions and certain misdemeanor convictions will cause ineligibility. Upon employment, employees must be able to pass the required online CJIS class regarding the security of criminal records.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form (Form I-9) upon hire. TSBP participates in E-Verify and will provide the Federal Government with your Form I-9 information to confirm that you are authorized to work in the U.S. TSBP is unable to

sponsor employment visas.

In accordance with Texas Government Code, Sec. 651.005, all males who are 18 to 25 years of age must present proof of registration with Selective Service or exemption from registration upon hire.

## How to Apply

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume must be submitted to supplement the State of Texas Application; however, a resume submitted in lieu of the application will be rejected.

All applicants are encouraged to submit a cover letter that focuses on the applicant's unique qualifications for the position.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 11:59 P.M. CST on the closing date.

Applicants may submit their State of Texas application directly to TSBP using the following methods or online at WorkInTexas. Note that any supplemental items (such as cover letters and resumes) must be sent directly to TSBP by using the methods below:

Texas State Board of Pharmacy  
1801 Congress Ave Ste 13.100  
Austin TX 78701  
[human.resources@pharmacy.texas.gov](mailto:human.resources@pharmacy.texas.gov)

## Military Preference

In order to receive a military preference for any position, one of the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration, or a copy of the DD1300.

*The Texas State Board of Pharmacy (TSBP) is an Equal Opportunity/Affirmative Action/ADA Employer and Smoke Free Agency. The TSBP's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. A copy of TSBP's EEO Plan Utilization Report is available at [http://www.pharmacy.texas.gov/files\\_pdf/EEO\\_Utilization\\_Report\\_TSBP\\_Amended.pdf](http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf)*