



POSITION ANNOUNCEMENT

POSITION: IT Technician/System Administrator

SALARY: \$115k to \$125k annual salary

POSITION SCOPE:

The IT Technician/Systems Administrator is responsible for overseeing the maintenance and security of Alameda County Agricultural Fair Association internet, intranets, point of sale systems, computer systems and sound systems. Duties include managing front and back-end software and systems, responding to employee concerns, drafting documents to help employees use computer systems and coordinating with company leadership to determine new technologies that could enhance their company's computer systems. This is a full time, exempt position reporting to the Chief Financial Officer.

RESPONSIBILITIES:

- Installing new users and workstations and upgrading systems and software
- Managing and maintaining servers in a virtual environment
- Managing firewalls
- Monitoring the internet connection for security risks
- Employing the latest security protocols
- Monitoring and managing the local area network (LAN), switches, Ethernet cabling and fiber backbone
- Installing and maintaining Wi-Fi access points and security cameras
- Managing and monitoring the various software and hardware in use
- Working with various contractors/subcontractors on phone, VOIP, sound & audio and security systems
- Managing property sounds system network and infrastructure
- Managing point of sale systems for food and beverage provider
- Setting up temporary networks for vendors, promoters per event requirements

YOUR KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum of 10 years of IT, Network and Systems Administration
- must hold a current certification in Network Plus, Microsoft Azure, Microsoft Server Administration or similar credential

- Experience with Microsoft AD, Office 365, EntraID, MFA, VMware, Audio & Sound System, 5G Network, Wi-Fi systems and Security VMS
- Strong knowledge of IT operations best practices including expert knowledge of security, storage data protection and disaster recovery protocols
- Strong knowledge of systems and networking software, hardware and networking protocols
- Proven track record of developing and implementing IT strategy and plans
- Demonstrate critical thinking and problem-solving skills with the ability to manage multiple priorities in a fast-paced, changing environment
- Aptitude to effectively communicate orally and in writing with non-technical team members at all organizational levels
- Capability to understand, follow and transmit written and oral instructions
- **Ability to work a flexible schedule including weekends and nights**
- Ability to lift and move 40 lbs., bend, squat, kneel, climb ladders and carry equipment as part of the usual workday
- Ability to work at heights on ladders and arial lifts
- Ability to get certified in the operation of arial lifts and forklifts

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals that bring in nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds. Our team works to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our county. As employees, we strive to focus on our values- inclusiveness, excellence, collaboration, innovation, positivity, team success, community and environment. And celebrate our successes with our community!

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume:

jobs@alamedacountyfair.com

By fax: (925) 426-5196

By mail: 4501 Pleasanton Ave., Pleasanton, CA, 94566 Attn: Human Resources