JOB POSTING: Technology Administrator

Village of Mt. Orab, Ohio, 211 South High Street, Mt Orab, Ohio 45154

Position Type: Part-Time

Location: Mt. Orab, Ohio

Salary Range: $16,000.00

About the Role

The Village of Mt. Orab is seeking a skilled and service-oriented Technology Administrator to oversee and support all technology systems across village departments. This role ensures secure, reliable, and efficient technology operations that enable high-quality public service delivery. The ideal candidate is proactive, solutions-focused, and capable of managing a wide range of IT responsibilities in a municipal environment.

Key Responsibilities

- Technology & User Support
    - Provide desktop, laptop, and mobile device support for all village staff.
    - Install, configure, and maintain hardware, software, and peripherals.
    - Troubleshoot operating system, application, and connectivity issues.
    - Manage and maintain backup processes for all departments.

- Server & Systems Administration
    - Install and maintain physical and virtual servers.
    - Provide OS and application support, including SQL-based systems.
    - Manage Active Directory users, groups, and permissions.
    - Perform server maintenance, updates, and disaster recovery planning.

- Network & Infrastructure
    - Install, configure, and maintain firewalls, network switches, and wireless equipment.
    - Ensure secure connectivity across all village facilities.
    - Manage ISP relationships and resolve network issues.
    - Oversee domain services and related configurations.

- Cloud Platforms & Productivity Tools
    - Serve as the Microsoft 365 Administrator.
    - Support Google Services, including Google Drive.
    - Manage cloud storage, collaboration tools, and access controls.

- Procurement & Vendor Management
    - Coordinate technology purchasing for hardware, software, and services.
    - Maintain asset inventories and lifecycle planning.
    - Work with vendors to ensure timely support and cost-effective solutions.

- Website Management
    - Oversee installation, updates, and maintenance of the Village website.
    - Perform content updates and ensure accessibility and security.

- Cybersecurity
    - Support cybersecurity practices aligned with NIST standards.
    - Monitor and maintain hardware, software, firmware, and physical security.
    - Support policy development and staff cybersecurity awareness.

Qualifications

Required:

- Experience with Windows OS, server administration, and Microsoft 365.
- Knowledge of firewalls, switches, wireless systems, and network security.
- Familiarity with cybersecurity best practices.
- Strong communication and problem-solving skills.
- Ability to manage multiple projects.

Preferred:

- Experience in municipal or public-sector IT environments.
- SQL server and cloud administration experience.
- Certifications such as CompTIA Network+, Security+, or Microsoft certs.

How to Apply

Submit the following:

- Resume

- Cover letter

- References (optional)

Submit applications to:

Joe Howser, Mayor

211 South High St., P.O. Box 466

Mt. Orab OH 45121

Email: joe.howser@mtoraboh.us

Equal Opportunity Employer

The Village of Mt. Orab does not discriminate based on any protected status.