



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Systems Administrator 1 (10036)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 09/03/2025**

**APPLICATION DEADLINE: 10/03/2025**

### **EXCEPTIONAL BENEFITS INCLUDE:**

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

**LOCATION: Richardson Health Center**

**DIVISION/DEPARTMENT: Chief Operating Officer Office**

**SALARY INFORMATION: \$57,200.00 Annually / Pay Grade L / Job Code ITP040**

**DUTIES:** Under supervision, installs, configures, and supports a local area network, wide area network, internet system, computers, laptops and/or mobile devices. Performs necessary maintenance to support network availability. Responsible for managing, troubleshooting, licensing, and updating hardware and software assets on local machines. This position will provide field support to include but not limited to: Onsite troubleshooting through diagnostic techniques and pertinent questions. Must have good attention to detail and enter data in the call tracking system and the various inventory databases/systems. Must have great customer service and problem-solving skills. Must possess a good MVR for the purpose of driving a DCBOH vehicle to perform the essential functions of the position and support remote centers.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in a related field from an accredited college or university OR associate's degree in a related field from an accredited college or university AND two years of related experience OR four years of related experience.

**PREFERRED QUALIFICATIONS:** ITIL preferred

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).*

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**