



Data Center Operator I Part-Time, 2 Weekly 12-Hour Shifts, Night Shift Position, On Site-Only Position (Saturday 6pm to Sunday 7am & Sunday 6pm to Monday 7am)

POSTING NUMBER **25006**

DATE POSTED	February 18, 2025	APPLICATION DEADLINE	March 3, 2025
DEPARTMENT	Information Systems Division/Infrastructure and Operations Section		
SALARY	\$2,000.40 per month. Generous benefit package is also available. Please click here for more information.		
DESCRIPTION	Performs operational tasks on data center computer equipment. Monitors the infrastructure and systems of the data center and responds to system interventions and failures. Works independently with minimal supervision and completes job assignments in a timely manner.		
RESPONSIBILITIES	Primary responsibilities for this position include: <ul style="list-style-type: none">• Monitoring the infrastructure and computer systems of a modern data center in order to maintain 24-7 operations.• Taking corrective action and/or contacting the appropriate staff or vendor when issues arise.• Assisting other IS staff in resolving issues and installing equipment in the data center.• Performing operational tasks on data center computer equipment.• Completing assigned tasks in specialized daily work area.• Monitoring regularly scheduled backups.• Servicing the non-business hours support line, including by assisting clients, contacting on-call staff, and generating and assigning incidents in the help desk ticketing system.• Consulting with departmental staffs to stay current on system upgrades and equipment changes.• Complying with standards for security, data protection, fire prevention, and related matters.• Routinely lifting floor tiles and climbing ladders to install cables for equipment.		

- Monitoring and assigning help desk incident tickets for all IS I&O staff.

QUALIFICATIONS

Minimum qualifications for this position include:

Experience and Education

- High school diploma or equivalent, supplemented by training or one to two years' experience in data center operations.
- Postsecondary education or equivalent experience in the operation of data center systems or a related IT field is necessary.
- Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of information systems fundamentals.
- Knowledge of electrical and electronic safety procedures.
- Strong knowledge of Microsoft Windows applications and servers.
- Skill in troubleshooting, diagnosing, and analyzing computer and network problems.
- Ability to learn, understand, and apply increasingly complex operational procedures.
- Ability to deal effectively with others, to assist in developing methods and procedures, and to do detailed work rapidly and accurately.
- Ability to make accurate visual checks and work in a noisy environment with occasional long periods of unrelieved work in temperature-controlled rooms.
- Ability to maintain confidentiality of material and information.
- Ability to work flexible hours, including weekends and holidays.
- Ability to work overtime.
- Ability to maintain regular attendance and punctuality.
- Ability to work as a member of a team.
- Ability to work onsite in a shared workspace.
- Ability to lift 50 lb. and climb 10 ft. ladders.

TO APPLY

To be considered, an applicant must submit a completed State of Texas Application for Employment (available on the council's website: <https://tlc.texas.gov/employment>).

Submit requested documentation by:

Email

TLCCareers@tlc.texas.gov (preferred method)

Fax

(512) 936-1064

Mail

Human Resources Office
Texas Legislative Council

P.O. Box 12128, Capitol Station
Austin, Texas 78711-2128

As a condition of employment, legal proof of authorization to work in the U.S. must be provided.

Requests for accommodation and/or services in the application process should be made to the above-cited contact.