



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
JOB OPPORTUNITY ANNOUNCEMENT  
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

**JOA #:** 25-27      **Position #:** 241022      **Posting Date:** 8/14/2025      **Application Deadline:** Until filled  
**Position Title:** Systems Administrator      **Starting Salary:** Up to \$78,000.00  
**Job Location:** Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

**Minimum Qualifications:**

Bachelor's degree from an accredited college or university in computer science, management information systems or related field and three years of progressively responsible information systems experience **OR** Progressively responsible information systems experience can be substituted on a year-for-year basis for the required college education **OR** Any combination of progressively responsible information systems experiences and post-secondary training in disciplines described above totaling seven years.

Must have operational/functional knowledge of using and configuring Microsoft Windows Server/Desktop OS, Active Directory administration, O365 and VMWare.

**Description of Position:**

This position manages advanced systems that include cloud, server, application and client software/hardware computing. Manages complex TCP/IP network devices that include wireless APs, switches, routers and security appliances.

**Duties and Responsibilities:**

Install, support, maintain, and monitor server and storage systems. Ensure server, network, and storage environments are up-to-date with the most recent system patches/security updates and adheres to standards. Problem-solve issues related to servers, connectivity, networking, printers, IIS web applications, virtualization, security, and directory services. Work on software roll-outs of both commercial and internally developed applications that may be complex and critical in nature. Evaluate software and hardware problems and recommend appropriate solutions. Assimilate information, develop plans, and recommend processes and procedures for server and storage administration. Participates in the responsibilities of performing controls for backup, database administration and other IT governance controls as needed. Support disaster recovery of NFWFMD systems, including databases, applications, network servers, etc. to meet the recovery time and recovery point objectives. Participates in the planning, developing, installing, configuring, maintaining, supporting, upgrading, and optimizing all network hardware, software, and communication links. Assists with maintaining IT inventory and proper disposal of old technology. Communicate technical information clearly and concisely, both verbal and written. Performs other duties as required.

**Special Abilities:**

Must be willing to travel to support remote offices and occasionally work after hours. A valid driver's license is required.

Must be able to lift up to 50 pounds. Ability to work with minimal supervision, strong attention to detail, analytical skills, to multitask, and to establish and maintain effective working relationships with a team is a must

---

**How to apply:** Submit a Northwest Florida Water Management District Application and resume to: [human.resources@nwfwater.com](mailto:human.resources@nwfwater.com) or mail to 81 Water Management Drive, Havana, FL 32333

**NOTICE TO APPLICANT:** We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.