



Silver Lake Water & Sewer District

Work For Us

(425) 337-3647 • www.slwsd.com

About Silver Lake Water & Sewer District

Silver Lake Water & Sewer District (SLWSD)'s mission is to provide high quality, safe and reliable water and wastewater services, while practicing good stewardship of natural and financial resources.

Incorporated in 1934, Silver Lake Water & Sewer District is a municipal corporation authorized under RCW 57. The District provides utility services to approximately 55,000 people in portions of the Cities of Everett and Mill Creek, and unincorporated Snohomish County. We are governed by an elected three-person Board of Commissioners.

Why Work for Silver Lake?

We offer outstanding careers amidst a positive, supportive workplace with a great work/life balance and excellent benefits:

- \$2,675 per month for Medical, Dental, Vision coverage, with 75% of any remainder deposited to a Health Retirement Account (HRA)
- State retirement plan (Washington PERS)
- Vacation and generous paid leave program
- Thirteen annual Federal and State holidays
- Long term disability and life insurance
- Deferred compensation program + employer match
- Alternative and Hybrid work schedules available

Silver Lake Water & Sewer District is an Equal Opportunity Employer. We are also a drug, alcohol, and tobacco-nicotine free work environment.

How To Apply

The Application Form, full Job Description, and Job Brochure can be obtained by going online at slwsd.com/employment. No faxed applications allowed.

First review of applications begins on May 30, 2025.

Position:

IT Systems Administrator

\$95,553 - \$141,212 annual salary, based on qualifications

This position is responsible for implementing, troubleshooting, supporting, configuring, maintaining, monitoring, and improving assigned IT systems—from routine system administration, software troubleshooting, data backup and recovery, to end-user support, cellular/wireless/VoIP phone and SCADA communications, security systems, and database management. It is not a safety sensitive position but does include occasional work outside of business hours. Duties include but are not limited to:

- Implement, configure, troubleshoot, maintain, update, support, and improve assigned systems including hardware, software, systems and peripherals, end user devices, servers, communications, and connectivity.
- Install and configure workstations/laptops/mobile devices and peripherals for end users.
- Orient new employees to IT Systems including phones, workstations, laptops, and applications.
- Respond to and remediate help desk requests.
- Monitor server and firewall logs for anomalies and remediate or escalate as necessary.
- Create and maintain documentation for IT system organization, configuration, and inventory.
- Interface with vendors, providers, and integrators for small procurements, maintenance, and repairs.
- Routinely review and respond to cyber security incidents.

Qualifications and Abilities:

High School Diploma or GED with a minimum of two years of additional education and experience that provides the knowledge, skills, and abilities required to perform the job. Two year degree preferred. Knowledge of Windows Server and Desktop Operating systems; Microsoft applications including Office 365/Exchange Online, and Active Directory/Entra ID; server virtualization; computer networking principles; security, surveillance, and anti-virus/malware tools. Aptitude for learning technical subjects and solving technical problems with excellent communication and interpersonal skills.