



IT System and Network Administrator

Public Service Coordinator I

Location: Baxter State Park - Headquarters, Millinocket, Maine

Apply by: June 19, 2026

*Please submit a cover letter and resume to Jessica Wheaton, Business Administrator, by email jessica.wheaton@baxterstatepark.org.

Telework: In office required

SALARY: \$64,376 - \$91,000

Core Responsibilities:

The incumbent will serve as the IT Network and Security Specialist and Help Desk Technician for the Park's 70 employees. They will provide direct assistance, coordinate resources, triage incident severity, and resolve technical problems during regular and after-hours operations across various locations. The incumbent will have the expertise to meet the organization's technological needs, foster innovation, and advise on the development, implementation, and continuous assessment of comprehensive policies and procedures to support the Park's technology infrastructure and security measures. This role's responsibilities will include:

- Provide leadership, oversight, and support for the Park's technology infrastructure.
- Oversee and manage security protection and risks of the Park's data infrastructure.
- Provides day-to-day support to the Park's 70+ employees for troubleshooting, repair, or coordination of services for connectivity, hardware, software, peripherals, phones, copiers, fax machines, and other office equipment.
- Lead as the Park's key advisor for technology innovation.
- Evaluate and develop IT programs and data security policies to support the agency's goals and to establish standards and procedures, as directed by leadership and statutes for the Park.
- Develop and implement a data security training program to ensure personnel are knowledgeable in data security requirements and procedures.
- Provide primary methodological and analytic oversight of the Park's statistical database.
- Collaborate and manage relationships with a variety of partners, including contracted services for hosted services, cybersecurity, and custom software development.

- Assists with budget estimates and preparing cost analysis for IT products and services.

What makes this role unique:

- In this one-person department, the role is dynamic, ranging from intermediate to advanced responsibilities. No two days look the same.
- Our small team works well together. Everyone helps each other to succeed.
- Fieldwork in the Park is required periodically, where connectivity exists, but we encourage employees to take "field days" in the park to explore and enjoy its magnificent beauty.
- This is a rare chance to gain exposure to environments and work experiences that most people never get to see.
- Work-life balance is encouraged through a flexible schedule when after-hours work is required.

Minimum Qualifications:

An eight (8) year combination of education and progressively responsible experience in management information systems, including at least three (3) years in information system security.

Preferred Qualifications:

- A thorough knowledge of computer network structure, including servers, routers, switches, and internal/external connections and integrations.
- Knowledge of data security systems, including implementing and monitoring security measures and network security.
- Ability to provide after-hours support and incident severity triage for high-severity, business-critical, or security-related incidents, including incident severity triage.
- Ability to configure network systems to meet changing technical needs. Including but not limited to: NINGA performance monitoring, Cisco Umbrella for performance and usage monitoring, Sentinel One anti-viral protection, 3CX-IP phone system monitoring, Meraki WIFI performance and monitoring, BSP reservation software, Office 365, BSP Cache server configuration, BSP File Server configuration, including Google Business Server, Gmail, G-Drive, and Google Administration.
- Capable of conducting or leading network architecture designs, feasibility studies, and cost analyses.
- Ability to lead planning, implementation, and management of special projects to achieve BSP information system objectives.

No matter where you work across Maine state government, you find employees who embody our state motto—"Dirigo" or "I lead"—as they provide essential services to Mainers every

day. We believe in supporting our workforce's health and wellbeing with a valuable total compensation package, including:

- **Work-Life Balance** – Rest is essential. Take time for yourself using **13 paid holidays, 12 days of sick leave, and 3+ weeks of vacation leave.** Vacation leave accrual increases with years of service, and overtime-exempt employees receive personal leave.
- **Health Insurance Coverage**– The State of Maine pays **85%-100%** of employee-only premiums (\$11,857.68-\$13,950.24 annual value), depending on salary. Use this chart to find the [premium costs](#) for you and your family, including the percentage of dependent coverage paid by the State.
- **Health Insurance Premium Credit**– Participation decreases employee-only premiums by 5%. Visit the Office of Employee Health and Wellness for more information about [program requirements](#).
- **Dental Insurance**– The State of Maine pays 100% of employee-only dental premiums (\$365.28 annual value).
- **Retirement Plan**– The State of Maine contributes **18.91% of pay** to the Maine Public Employees Retirement System (MainePERS), on behalf of the employee.
- **Gym Membership Reimbursement**– Improve overall health with regular exercise and receive up to \$40 per month to offset this expense.
- **Health and Dependent Care Flexible Spending Accounts**– Set aside money pre-tax to help pay for out-of-pocket health care expenses and/or daycare expenses.
- **Public Service Student Loan Forgiveness**– The State of Maine is a qualified employer for this federal program. For more information, visit the [Federal Student Aid office](#).
- **Living Resources Program** – Navigate challenging work and life situations with our employee assistance program.
- **Parental leave** is one of the most important benefits for any working parent. All employees who are welcoming a child—including fathers and adoptive parents—receive **forty-two (42) consecutive calendar days of fully paid parental leave.** Additionally, unpaid leave may also be available under the [Family and Medical Leave Act](#).
- **Voluntary Deferred Compensation**– Save additional pre-tax funds for retirement in a MaineSaves 457(b) account through payroll deductions.
- Learn about **additional wellness benefits** for State employees from the [Office of Employee Health and Wellness](#).

Thinking about applying?

Research shows that people from historically excluded communities tend to apply to jobs only when they check every box in the posting. If you're currently reading this and hesitating to apply for that reason, we encourage you to go for it! Let us know how your lived experience and passion set you apart.