Position Summary:

The Systems Administrator is responsible for effective provisioning, installation, configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, and partners.

Essential Functions and Percentage of Time Spent on Each:

1. Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with company standards. Develop and maintain installation and configuration procedures. Contributes to and maintains system standards. Research and recommend innovative, and where possible, automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale. 30%

2. Perform daily system monitoring verifying the integrity and availability of all hardware; server resources; systems and key processes; reviewing system and application logs; and verifying completion of scheduled jobs such as backups. Perform regular security monitoring to identify any possible intrusions. 30%

3. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary. Create, change, and delete user accounts per request. 20%

4. Create new accounts and associated account folders for new users on all company systems. Add new equipment and software, as acquired, to system and provide connectivity and configuration of said equipment and software. Provide 24/7 help desk support. 10%

5. Provide support to Network Administrators and field operations staff in administering and ensuring satisfactory performance of “show networks” at partner facilities. Perform troubleshooting of networks, network connectivity, router/switch configuration and ISP troubleshooting. 10%

6. Regular and consistent attendance as well as 24/7 on-call work required.

Other Functions:
1. Special projects and show support as assigned.
2. Other duties as assigned.

Minimum Job Requirements:

Education: BA/BS in Computer Science or MIS preferred.
Experience: 2 years in desktop/server support environment and 1 year in hardware/wireless network support environment.

Job Description Worksheet Page 2

Job Title: Systems Administrator

Specific Skills: Skilled in systems administration. Excellent verbal and written communication skills. Excellent attention-to-detail.

Specialized Knowledge, Licenses, etc.: Microsoft, Cisco, and other industry specific certifications (e.g. MTA, MCSA, MCSE, CCNA, CWNA, etc.)

Supervisory Responsibility, if any: None.

Working Conditions: Office environment with limited travel to company sites. Available 24/7 by cell phone.

Approval: Manager:_________________________ Date:____________

Approval: Direct Report:_________________________ Date:____________

How To Apply