

SYSTEMS ADMINISTRATOR

SUMMARY

The System Administrator's role is to manage in-house computer software systems, servers, storage devices and network connections to ensure high availability and security of the supported business applications. This individual also participates in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with company goals, industry best practices, and regulatory requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Authority's Senior Systems Manager may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

Operational Management

- Manage virtual and physical servers with Windows Server 2003 – 2012 R2 and RHEL operating systems
- Manage Active Directory, Microsoft Office 365, and server and workstation patching with SCCM
- Manage the physical and virtual environment (VMware) of 300 plus servers
- Have familiarity with MS SQL server, windows clustering, domain controller setup, and group policy
- Ensure the security of the server infrastructure by implementing industry best-practices regarding privacy, security, and regulatory compliance.
- Develop and maintain documentation about current environment setup, standard operating procedures, and best practices.
- Manage end user accounts, permissions, access rights, and storage allocations in accordance with best-practices
- Perform and test routine system backups and restores.
- Anticipate, mitigate, identify, troubleshoot, and correct hardware and software issues on servers, and workstations. Escalate incidents as necessary.
- Practice server asset management, including maintenance of server component inventory and related documentation and technical specifications information.
- Recommend, schedule, and perform software and hardware upgrades, patches and reconfigurations.
- Develop required reports in response to business user and management needs.
- Manage vendors, outsourcers, and contractors to secure software products and services
- Manage the physical environment of the server racks including cable management, documentation, labeling, and configuration of KVM switching for console and remote access.
- Build and deploy new servers on the network as needed.
- Have familiarity with NAS and SAN storage management, and MS DFS
- Other duties may be assigned

Strategy & Planning

- Participate in and support capacity planning and the development of long-term strategic goals for systems and software in conjunction with end-users and department managers.

Acquisition & Deployment

- Coordinate with network engineering, business application, and database administration functions to implement desktop and server systems that utilize industry best practices to meet corporate objectives.
- Deploy workstations, servers, printers, scanners, firewalls, encryption systems, and appliances security systems.

SUPERVISION RECEIVED:

Supervision is provided by the Senior Systems Manager and includes assignment of duties, inspection of work, training, coaching, and performance evaluations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

EDUCATION/EXPERIENCE: 3-5 years of experience in a technical role with increasing responsibility. Bachelor Degree in Computer Science preferred or equivalent relevant work experience and/or hardware/software certification(s).

- Thorough understanding of Microsoft applications/infrastructure.
- Ability to communicate effectively with staff and clients.
- Strong documentation/reporting skills.
- Senior level analytical/troubleshooting and organizational skills.
- Capable of resolving critical software and hardware issues in a time sensitive manner, cognizant of requisite service levels.

Must be fluent with Windows networking, advanced desktop support, and have significant work experience or certifications in the following:

Microsoft Active Directory 2008, 2012	Microsoft Exchange 2010
Microsoft file and print services	Microsoft 2003/XP/7/8/10
Microsoft Office 2010/2013/365	Microsoft Windows Clustering
Microsoft Systems Management Server - SCCM 2012	Microsoft ISA Server Networking skills, including LAN, WAN, TCP/IP, etc.
Microsoft SMS Server	Maximo, HP Servers and VMWare
Familiarity with Mac OS (including mobile devices) and MDM solutions	Exposure to Virtual Desktop environments is a plus
Strong understanding of Network Infrastructure is required	CommVault Backups knowledge is preferred
Linux knowledge preferred	

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE: The work schedule for this position typically is a forty (40) hour work week consisting of five (5) eight (8) hour days, Monday through Friday. The hours and days may fluctuate based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays.

DRESS CODE: In order to project a professional image and the level of dignity and decorum that is required when serving the public, good grooming are expected of all employees. Employees will be supplied with and required to wear uniforms as determined by the MCCA.

To apply please visit: https://workforcenow.adp.com/mdf/recruitment/recruitment.html?cid=b24dd43e-0d64-44ab-ba20-a3f8e7cf60be&jobId=148323&lang=en_US&source=CC3&cId=19000101_000001