

Job Description

Job Title:	System Administrator
Department:	Innovation and Technology Systems
Reports to:	Director, Innovation and Technology Systems
FLSA Status:	Exempt
Pay Range:	\$65,000 - \$75,000
Approval Date:	November 16 th , 2020
Review/Revision Date:	November 13 th , 2020
Funding:	Grant
Duration:	Indefinite

SUMMARY: Performs highly complex (Senior-Level) Systems administration work. Work involves coordinating the upkeep, configuration and reliable operation of systems. Installs, configures and maintains datacenter servers and applications following security best practices. Works with moderate supervision. Travels throughout region to support network operations. Position requires regular attendance. Performs other relevant duties as assigned.

A position utilizing this classification will be designated as security sensitive, according to Vernon's Texas Codes Annotated, Labor Code, Section 301.042.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

System Management

- *Installs, configures, and manages server/workstation hardware, Windows/Unix operating systems, and enterprise applications,
- *Manages file system security.
- *Manages Active Directory (User accounts, Group Policy, Network Printing, DNS, DHCP, IIS, Clustered server environments).
- *Manages third-party cloud services. Administers and migrates scalable, secure, and stable applications to the cloud and serves as the subject matter expert resource for service delivery areas.
- *Automates administrative processes utilizing current industry scripting languages.
- *Tests and installs new software releases, system upgrades, patches, and resolve related issues.
- *Provides consultation and guidance on complex projects and meets with internal customers, management, and vendors to provide top-level contributor/specialist function.
- *Designs, configures, and administers backup and restore strategies.

*Plans, designs, sustains, and performance-tunes storage area network, ensuring a high level of data quality and availability, as well as provision storage and monitor usage, capacity, and performance.

*Configures user accounts, managing group policies maintaining appropriate network security groups for the organization's Active Directory structure.

*Performs Web server administration and support of server-based corporate applications.

Performs other duties as assigned.

Security Specialty

Monitors network systems for security breaches, investigates violations when they occur.

Establishes secure system configuration baselines and monitors changes.

Applies system hardening best practices to workstations and servers.

Administers security systems such as Data Loss Prevention, Encryption, Endpoint Protection,

Ensures servers and workstations are scanned for viruses and perform removal procedures.

Implements Operating System security updates and patches management for all domain systems.

Performs hardware/software auditing/deployment using Microsoft Systems Management Server.

SUPERVISORY RESPONSIBILITIES none

QUALIFICATIONS To perform this job successfully the 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.

EDUCATION AND EXPERIENCE

Associate degree in Computer Science or Information Systems or related field from an institution accredited by a nationally recognized accrediting agency, or equivalent work experience.

Experience performing system administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching)

Experience with Windows AD Domain Services, patch management and configuration management

Experience with maintaining Windows services and hardening security

Experience configuring and managing two-factor authentication services

Ability to work effectively in a team environment.

Proficiency in reading, writing, and speaking English is required.

TECHNOLOGY EXPERIENCE

Windows servers

VMware/ESXi virtualization

Microsoft Active Directory

Enterprise/Cloud backup solution

Data loss Prevention

Other Qualifications: Must be legally eligible to work in the United States.

Must have proof of a valid driver's license and auto insurance or to be able to provide own transportation

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. See the Job Activity Requirements for the Essential Job Functions attached and description of the work environment

CAREER DEVELOPMENT POSSIBILITY: Director of Innovation and Technology Systems

Reviewed and accepted: _____ Date: _____