



Mid-Columbia Children's Council

Job Posting

Mid-Columbia Children's Council is a comprehensive family-centered 501(c)3 nonprofit organization providing quality preschool and early childhood programs in Oregon and Washington States since 1987.

Our Mission: Educating children and families with innovative, high-quality early childhood learning opportunities and family partnerships to build better communities, one person at a time.

Our Vision: Nurturing Children and Families Today, Strengthen Communities for Tomorrow

Region: Hood River County– Central Office Posting Date: 11/18/2022 Closing Date: Until Filled

FLSA: Non Exempt

Budgeted Hours: 40

Budgeted Schedule: 12 months

Internal Posting: Yes

External Posting: No

Job Posting ID: 43629

Job Posting: IT System Administrator

Hiring Range: \$27.71—\$39.51/hr depending on education and experience

Job Description:

The essential functions include, but are not limited to the following:

- Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware
- Own projects, solutions, and key responsibilities within a larger business initiative
- Handle business-critical IT tasks and systems that provide commercial advantage in a global marketplace
- Enable faster and smarter business processes and implement analytics for meaningful insights
- Nurture dependable IT infrastructure and networking that's always up and running
- Partner with internal and external partners to communicate project status, activities, and achievements
- Perform server administration tasks, including user/group administration, security permissions, group policies, print services, research event log warnings and errors, and resource monitoring, ensuring system architecture components work together seamlessly
- Monitor datacenter health using preexisting management tools and respond to hardware issues as they arise; help build, test, and maintain new servers as needed
- Maintain internal infrastructure requirements including, laptop and desktop computers, servers, routers, switches, firewalls, printers, phones, security updates; support internet, intranet, LANs, WANs, and network segments
- Interact with the help desk and other teams to assist in troubleshooting, identify root cause, and provide technical support when needed
- Perform routine/scheduled audits of the systems, including all backups .

Job Requirements:

- Bachelor's degree in technology or computer science
- Proven work experience in IT

Applications and job descriptions may be picked up at Mid-Columbia Children's Council or visit www.mcccheadstart.org. Inquiries: call 541-386-2010. Mail, fax or hand deliver completed applications with transcripts and cover letter to: MCCC, 1100 E. Marina Way, Suite 215, Hood River, OR 97031. Fax:

541-386-4597

Equal Opportunity Employer