



JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
IT Systems Administrator	Information Technologies	IT/Facilities/Transportation Director
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	11/18/2022

POSITION SUMMARY

The IT Systems Administrator requirements include an in-depth understanding of computer software, hardware, and networks. The IT Systems Administrator has to design, organize, modify and support the organization’s computer systems along with the upgrading and management of software and hardware. The IT Systems Administrator should handle any issues related to Local Area Networks (LAN), Wide Area Networks, and Network segments. The Systems Administrator will manage and/or coordinate with appropriate vendors in maintaining operating systems, data systems, business applications, security tools, web-servers, email, laptop, and desktop PCs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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
- Perform other duties as assigned

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in technology or computer science
- Proven work experience in IT
- Experience with or knowledge of programming languages and operating systems; current equipment and technologies, enterprise backup and recovery procedures, system performance-monitoring tools, active directories, virtualization, HTTP traffic, content delivery, and caching
- Experience in project management, application design and integration, and cloud computing (specifically Microsoft Azure)
- Expertise in creating, analyzing, and repairing large-scale distributed systems
- Creating volumes, assigning to servers and remote replication

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Mid-Columbia Children's Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable.

Reviewed with Employee By:

Name (print): _____ Signature: _____

Title: _____ Date: _____

Received By:

Employee Name (print): _____ Date: _____

Employee Signature: _____