



Senior Systems Administrator

For over 20 years, FedNat, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an “A+” rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like FedNat and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team achieving these goals.

If you wish to be a part of FedNat, please take a moment to review the position responsibilities and requirements below for the position of **Senior Systems Administrator** and submit your resume to HR-Recruit@FedNat.com

Knowledge & Skills:

- Recommend, maintain network hardware and software supporting the organization IT needs
- Configure network monitoring and security solutions to ensure network availability to all system users
- Perform necessary maintenance to support network availability
- Monitor, Document and review all departmental processes and improvement plans
- Lead small project teams as well as monitor the completion of the day to day IT operation and improvement goals
- Collaborate with peers and actively participate in support of the IT department Strategic Plan and implementation and improvement
- Diagnose hardware and software problems, and replace defective device components
- Configure and perform data backups and disaster recovery operations
- Design, maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware
- Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use
- Perform routine network startup and shutdown procedures, and maintain control records
- Design, configure, and test computer hardware, networking software and operating system software

- Design and recommend changes to improve system and network configurations, and determine hardware or software requirements related to such changes
- Confer with network users and administration about how to solve and improve existing system problems
- Design, configure and monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
- Train people in computer system use or system changes
- Load computer tapes, disks, and install software as necessary to test, secure, improve and implement IT service solutions
- Gather and interpret data pertaining to customer needs, and use the information to identify, predict, interpret, and evaluate system and network requirements
- Leads the activities performed by assigned team members to ensure they understand and comply with IT standards and procedures to accomplish work
- Maintain logs related to network functions, as well as maintenance and repair records
- Research new technology, design solutions and implement these as approved
- Coordinate with vendors and with company personnel in order to facilitate purchases
- Demonstrates the ability to keep a regular work schedule and maintain regular, predictable attendance and maintains confidentiality
- Limited travel including an occasional overnight may be required to attend training or user group conference, visit customer or vendor location

Education & Experience:

- Minimum 3-5 years of experience in IT network administration demonstrating a clear understanding of network operations in large a client server setting
- Complete understanding of Microsoft Active Director design, implementation and management. Including PowerShell and basic scripting of bulk tasks
- Complete understanding of Microsoft RDS and RDS gateway secure services design, deployment and maintenance
- Advanced understanding of VMWare ESX environment its design, deployment and maintenance
- Advanced knowledge of backup systems and methods as well as DRS technologies
- Advance understanding of Microsoft 365 hosted services and collaboration tools
- Advanced understanding of network security and firewall technologies
- Advanced understanding of network connectivity technologies such as routing, protocols and port functionality
- Advanced knowledge of the ITIL v3 framework concepts, implementation and maintenance
- Advanced knowledge Microsoft web and certificate management
- Advanced configuration knowledge of MS-SQL server
- Advanced knowledge of SolarWinds IPAM monitoring and configuration

- Advanced knowledge of Fortinet Firewall configuration
- Expert knowledge of Veeam backup and Restore Products
- Experience with manage services and maintaining good vendor relationships

FedNat is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.