



Senior Systems Administrator

Job Summary

Responsible for the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for mission critical enterprise systems. Serves as a technical expert in the area of system administration for complex operating systems. Recommends the redesign and configuration of operating systems and system applications. Investigates and analyzes feasibility of system requirements and develops system specifications. Identifies methods, solutions, and provides project leadership and management in order to provide a high level of service to the customers of the department. Performs full supervision of Operations staff.

Key Responsibilities:

- 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.

Minimum Requirements

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.

The ability to safely lift 30 to 40 pounds as necessary.

Preferred system experience:

Advanced knowledge of the ITIL v3 framework concepts, implementation and maintenance.

Advanced knowledge Microsoft web and certificate management.

Expert knowledge of Veeam backup and Restore Products.

Advanced configuration knowledge of MS-SQL server.

Advanced knowledge of SolarWinds IPAM monitoring and configuration

Advanced knowledge of Fortinet Firewall configuration.

Experience with manage services and maintaining good vendor relationships.

Responsibilities

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. Maintains confidentiality.

Limited travel including an occasional overnight may be required to attend training or user group conference, visit customer or vendor location. Ability to adhere to our Fleet Safety Policy.

This job description is not intended to describe in detail the multitude of tasks that may be assigned, but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of the demands changes, so may the essential functions of this job.