



Systems Administrator

GENERAL OVERVIEW OF POSITION:

The Systems Administrator must have a deep and broad knowledge of computer software, hardware and networks. The System Administrator will be responsible for designing, organizing, modifying, and supporting computer systems operated and maintained by MPU.

The Systems Administrator will design and oversee local area networks, wide area networks, and network segments. Daily tasks may include installing, upgrading and monitoring software and hardware. The System Administrator will maintain the essentials such as operating systems, business applications, security tools, web-servers, email, laptop, and workstations. The work is performed under the management of the IT Manager and is an exempt position.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (Illustrative only):

- Support LANs, WANs, network segments, Internet, and intranet systems;
- Ensure design of systems allows all components to work properly together;
- Make recommendations for future upgrades;
- Maintain network and system security;
- Troubleshoot problems reported by users and analyze and isolate issues;
- Monitor networks to ensure security;
- Evaluate and modify system's performance;
- Maintain network facilities in individual machines, such as drivers and settings of workstations as well as printers;
- Maintain integrity of the network, server deployment, and security;
- Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations;
- Design and deploy networks;
- Maintain network servers such as file servers, and VPN gateways;
- Perform network address assignment;
- Assign routing protocols and routing table configuration;
- Assign configuration of authentication and authorization of directory services;
- Maintain the Shoretel phone system including user adds, phone tree maintenance, phone issues and other assorted tasks;
- Administer servers, laptop and desktop computers, workstations, printers, routers, switches, firewalls, phones, company mobile phones, smartphones, software deployment, security updates and patches;
- Other related work as required.

(Note: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does

not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification.)

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor's Degree in a Computer Sciences, Engineering, or an equivalent degree and experience will be taken into consideration;
- Specific experience with Microsoft Operating Systems 2008 R2 to 2016, and Microsoft Exchange Server 2010;
- Specific experience with Veeam and Veritas backup software;
- Experience with Fortinet firewall technology and HP switching and routing;
- Experience with Symantec Endpoint Protection;
- Experience with Barracuda email-filtering and achieving appliance is a plus;
- Experience with VMware 5.5, 6.0, and 6.5 including VLAN and vSAN;
- Experience with HP 3PAR SAN's;
- Experience with ShoreTel IP phone systems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of network management and analysis tools;
- Project management skills are a plus;
- Excellent oral and written communication skills;
- Highly self-motivated and directed, with keen attention to detail;
- Demonstrates an ability to prioritize, exercise good judgment, make quick decisions and effectively solve problems;
- Remains calm under pressure and maintains self-composure/self-control in times of high stress;
- Effective working as a member of a team;
- Organizational insight and decision-making skills;
- Thoroughness in completing tasks with a high degree of correctness;
- Ability to establish and maintain effective working relationships with management, staff and users; the ability to operate personal computers;
- Ability to learn new technologies and techniques of the industry.

PHYSICAL REQUIREMENTS:

- Ability to perform demanding physical tasks at times such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (up to 35 lb.) items;
- Ability to sit or stand at a desk for extended periods while operating a personal computer;
- Ability to read, speak, write, and understand English;

- Aptitude for detailed work;
- Ability to multitask and flexibility for changes in priorities;
- Ability to remain awake and alert during entire shift.

ENVIRONMENTAL REQUIREMENTS:

- Fast paced, changing office environment;
- May involve multi-step tasks and simultaneous projects;
- Noise and temperature levels can fluctuate;
- Minimal risk of exposure to blood or other body fluids and chemicals (such as cleaning agents);
- Position requires the use of typical office machines including phone, computer and computer equipment;
- Exposure to normal business office environmental conditions.

SENSORY REQUIREMENTS:

- Color, sound, odor, depth, hearing and visual perception and discrimination;
- Good oral communication ability.

OTHER REQUIREMENTS:

- Possession of a valid driver's license and a good driving record;
- May be required to use personal vehicle for use on the job.

Revised and accepted on: July 26, 2018