

Job Description

Senior Systems Administrator

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| FLSA Status: | Exempt |
| Reports To: | Director IT operations |
| Department | IT Operations |

Summary:

Plan, implement, oversee and maintain server and network infrastructures and projects.

Job Duties & Responsibilities

- Design, install and configure internal and customer facing servers, network devices and firewalls.
- Proactively manage and maintain server, network and firewall systems
- Administer and support core Microsoft, Cisco, Citrix and VMware technologies
- Develop and implement project plans, risk assessments and contingency plans
- Design and implement monitoring, configuration management and reporting functions that will make a hands-off environment
- Define and document best practices and support procedures
- Provide after-hours support for Infrastructure related emergencies as well occasional weekend maintenance
- Maintain inventory and asset configuration documentation
- Assist with hardware, firewall, telecom and software vendor evaluation, recommendation and negotiations
- Mentor / cross train team members on existing and new technologies
- Carry out special tasks at Management's direction
- Interact with customers and staff at the technical level, as required.
- Other duties as assigned.

Minimum Requirements:

- Bachelor's degree in computer science (or related area) preferred.
- Microsoft Certification (MCSE) or equivalent certification in relevant programs desired.
- Advanced knowledge of Windows Server (2003/2008) /desktop Operating Systems (XP/7)
- Managing in excess of 50 Windows Server infrastructure
- Managing deployments/rollouts
- Managing large scale Citrix/2X/Terminal Server installations
- Managing server virtualization technologies like VMWare Server/ESX or Microsoft HyperV/Virtual Server
- A solid understanding of LAN/WAN networking
- Cisco Certified Network Associate or Professional -CCNA/ CCNP MCITP Server
- Group Policy design and configuration
- Microsoft IIS administration and configuration
- Migration of Exchange 2003 to Exchange 2010
- Linux/UNIX administration
- Active Directory/LDAP user and group administration
- Ability to troubleshoot network issues including back bone infrastructure issues
- LAN Routing and Switching design, configuration and troubleshooting (VLANs, IP Subnetting, 802.1Q trunks)
- Strong communication and documentation skills
- Flexible and able to adapt to a rapidly changing environment
- Must be organized and have the ability to manage projects of varying length
- Positive, self-motivated individual who can complete tasks independently
- Must be a team player

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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