IT Systems Administrator
FLSA Status: Salary, Exempt

Job Summary:
Responsible for the administration of the network and server infrastructure platforms. The IT Systems Administrator performs regular evaluations of the network and server infrastructure to maintain the highest levels of performance, stability and security. This position works closely with peers on the IT staff and other business owners to ensure the network and server environments can support all the needs of the business.

Reports To:
- Director of IT Support

Essential Functions:
- Administer all aspects of an in-place Windows Active Directory domain
  - Create and administer group policy objects (GPO)
  - Support all services required for the domain to function properly
- Administer servers, shared storage, routers, switches, firewalls, phone switches, software deployment, security updates and patches as they relate to both the Physical and Virtual infrastructure
- Investigate and troubleshoot issues pertaining to hardware and software
- Assist in the development and enforcement of network security policies
- Perform regular security auditing and monitoring
- Repair and recover from hardware or software failures

Knowledge, Skills, and Abilities:
- Have worked with all or some of the following technologies:
  - Cisco routing/switching/security
  - Cisco UCS Blade Servers
  - Cisco Phones CUCM/Unity/IMP
  - HP Servers
  - HP/Nimble Storage
  - Hypervisors VMWare and Hyper-V
  - Microsoft Server 2008-2019
- Ability to communicate technical concepts to technical and non-technical audiences
- Ability to manage multiple concurrent projects
- Knowledge of routing and switching protocols such as EIGRP, BGP, OSPF, TCP/UDP, Spanning Tree and access lists.
- Effectively works under pressure and meets tight deadlines

Education and Experience:
- BS degree in related field or Four years of related work experience.
- Certifications include CompTIA A+, Net+, Cisco CCNA, Microsoft MCSA/E on 2016 or newer

Work Environment and Physical Demands:
- 40-50 hours per week including some weekends, evenings, and holidays required depending on business needs.
- Must occasionally lift 25 lbs. or more.
- Regularly exposed to noise, moving mechanical parts, and to airborne particles, including some allergens in the manufacturing areas.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.