



Cow Creek Government Office

Position Description

Position Title: Systems Administrator

Department: IT

Reports To: IT Director

FLSA Designation: Exempt

POSITION PURPOSE:

To ensure the un-disrupted function of all systems including computer servers and network equipment. May work with Network Administrator on the latter.

ESSENTIAL FUNCTIONS:

- Maintains, configures and operates all server and network infrastructure.
- Applies updates and patches.
- Works with Systems Specialist to install new software on computer systems and network equipment
- Trouble shoots network and systems issues
- Strives to limit system disruptions by keeping systems up to date and applying any updates and performing any potentially disruptive work after business hours
- Documents systems – whether existing or new to include description, diagram, data flow, passwords (in password vault), and troubleshooting guide
- Performs or over-see's regular backups off all systems.
- Participates in helpdesk training and troubleshooting efforts as needed.
- Plans or assists Network Admin/Engineer in planning of network, systems, and infrastructure
- Provides regular status report on accomplishments and plans as directed by IT Director.

QUALIFICATIONS:

- Bachelor's degree in computer science or related field
- 3+ years' experience in database, network and/or system administration.
- Working knowledge of virtualization, VMWare, or equivalent
- Strong knowledge of systems and networking software, hardware, and networking protocols
- Experience with scripting and automation tools
- A proven track record of developing and implementing IT strategy and plans
- Must be available for on-call.
- Must possess and maintain a valid driver's license.