



SENIOR SYSTEMS ADMINISTRATOR

Job Description

The Senior Systems Administrator is responsible for conducting system builds and configuring hardware and software systems. Assists with network operations, and maintains and monitors data files and control procedures on local area networks and cloud networks. Performs a variety of maintenance, software installation, end-user support and training tasks to ensure end-user workstations and network performance meet customer and user requirements. Troubleshoots computer problems, determines source and advises on appropriate action.

Responsibilities

- Plans, coordinates, evaluates and implements hardware and software systems
- Troubleshoots networks, systems, applications to identify/correct malfunctions and operational issues
- Investigates user problems, determines possible solutions, and tests and implements solutions
- Produces various daily, weekly, monthly and ad hoc reports
- Implements network security, including maintaining firewalls, configuring VPN, managing host security, file permissions, file system integrity, and adding and deleting users
- Installs, configures and maintains workstations and other related equipment, devices and systems
- Performs software and application installation and upgrades
- Upgrades and configures disk drives, printers and related equipment as needed
- Provides helpdesk support, and elevates complex/high priority problems to appropriate personnel
- Documents internal procedures, processes, and technical notes
- Participates in special projects as required

Technical Skills Desired

- Installation, configuration, and maintenance of personal computers, networks, hardware, and software
- Identification and resolution of computer system malfunctions and operations problems
- Network systems, applications, procedures and techniques
- Security and VPN solutions
- Windows and Linux OS
- Cisco technologies
- VMware 6.5 and above

Qualifications

- Bachelor's degree in Computer Engineering or Computer Science, or equivalent combination of related work experience and education
- 10+ years of relevant experience in systems administration
- 5+ years of experience with VMware 6.5 and above
- Detail-oriented and organized, with the ability to prioritize and multitask
- Excellent interpersonal and oral/written communication skills
- Capable of lifting and moving computer equipment up to 50 pounds
- Self-starter with ability to learn quickly and complete tasks on time with minimal supervision
- Ability to work occasional evenings and/or weekends as job duties demand

Travel: 5%

Classification: Full-time, Exempt

Direct Reports: None