

Choice Spine

Job Description

Job Title: Systems Administrator
Department: Information Technology
Location: Knoxville, TN
Reports To: IT Manager
Shift: First
FLSA Status: Exempt
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Prepared Date: 01/18/2016
Approved By: John Hale
Approved Date: 01/18/2106

Summary

Responsible for designing, organizing, modifying and supporting the company's computer systems and correlating network infrastructure. Designs, configures, and installs LANs, WANs, Internet and Intranet systems, and network segments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support LANs, WANs, network segments, Internet, and intranet systems.
- Maintain, monitor, and troubleshoot server system Backups.
- Ensure design of system allows all components to work properly together.
- Troubleshoot problems reported by users.
- Make recommendations for future upgrades.
- Maintain network and system security.
- Analyze and isolate issues.
- Monitor networks to ensure security and availability to all end-users.
- Evaluate and modify system's performance.
- Identify user needs.
- 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.
- Assign routing protocols and routing table configuration.
- Assign configuration of authentication and authorization of directory services.
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
- Maintain network servers such as file servers, VPN gateways, intrusion detection systems, Domain Controllers, applications servers, and backup infrastructure.
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.
- Provide 24 hour on call support to end-users and respond to critical system alerts.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Three to Five year's experience in Server Administration, Project management, or Technical Support
- Understanding of and experience with Microsoft operating systems, Active Directory & Domain architecture, NTFS Permissions, DNS, OS security, system patching
- Excellent communication skills both spoken and written
- Strong interpersonal and relationship management skills
- Self-starter with superior time management skills and ability to manage multiple projects simultaneously
- Understanding or experience working with NAS and/or SAN Technologies

EDUCATION and/or EXPERIENCE

Bachelor's Degree (Business or Information Technology preferred) or equivalent work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Not Applicable

EXEMPTION

Exempt

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lifting up to 75lbs as required, ability to relocate and move servers and network equipment.
- Ability to bend, stretch, kneel to perform cable management. This requires tedious detail to properly install, label and appropriately route network cables. Must adhere to datacenter cabling guidelines.
- Moves / Adds / Changes - of computer systems when necessary.
- Individuals must be able to physically lift, bend and crawl under desks.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working environment is typical of an office environment.