



## IT Systems Administrator

**Department:** IT

**Location:** Buchanan, MI

**Status:** Full-Time

**Reports To:** Chief Technology Officer

**Job Classification:** Exempt/Salary

### Job Summary:

Responsible for developing company critical IT infrastructure and end-user devices. Responsible for upgrades, including planning, developing, installing, configuring, maintaining, supporting, and optimizing all hardware, software, and communication links. Analyzes and resolves end user hardware and software computer problems in a timely and accurate manner and provides end user training as necessary.

### Essential Job Duties/Responsibilities:

- Manages multiple priorities and works effectively in a deadline-driven environment.
- Manages and monitors all installed systems and infrastructure.
- Installs, configures, tests and maintains operating systems, application software and system management tools.
- Oversees the development and installation of new hardware and software.
- Proactively ensures the highest levels of systems and infrastructure availability.
- Maintains patch management and upgrades of servers, workstations, laptops, field devices, firewalls, switches, routers, wireless APs, and iDevices.
- Participates in the design of information and operational support systems.
- Performs regular backup operations and implements appropriate processes for data protection, disaster recovery, and failover procedures.
- Participates in regulatory audits, spot-checks, and self-certifications including mock audits, including serving as a SME for State compliance.
- Assists with the review, evaluation and root cause identification of deficiencies and participates in mitigation plans with corrective actions.
- Maintains security, backup, and redundancy strategies.
- Maintains broad working knowledge of Microsoft applications and Networking.

### Key Accountabilities

- Complies with all policies, procedures and confidentiality requirements or obligations, including those inherent in this position, effective as a result of employment with company.
- Timely shares complete information with others including management and staff, contractors, and other third parties, as required.
- Performs any other duties as assigned by supervisor or executive management.

### Required Skills/Abilities:

- Proficient with various software programs

- Excellent organizational skills
- Excellent verbal and written communication skills
- Evidence of an aptitude for critical thinking

**Education and Experience:**

- Bachelors or higher in computer related degree is preferred
- 4+ years of experience with Microsoft Windows 10, Microsoft Office 365, Windows Deployment Toolkit, FortiGate Routers / Firewall, infrastructure installation, Ubiquiti WAP, maintenance and troubleshooting.

**Physical Requirements:**

- Ability to sit for extended periods of time at a computer workstation.
- Ability to perform repetitive motions in order to use a computer keyboard, test equipment and operate hand tools.
- Specific vision abilities required include close vision, distance vision, ability to distinguish between colors, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 50 pounds; open file cabinets and bend or stand as necessary.