

## Job Description – Systems Administrator

**Title** – Systems Administrator

**Reports to** – IT Manager

**Date Written/Revised** – 04/2022

**Direct Reports** – None

**Status** – Exempt

### Objectives of this Role

- Assist employees in optimizing the use of computer resources by performing needs analysis, procurement, support, installation, training, and problem resolution for local and wide area networks.
- Define and implement solutions to integrate desktop and shared devices into local and wide area networks and/or other host-based networks.
- Recommend appropriate computer tools to users including equipment software, documentation, and training.

### Duties and Responsibilities

- Responsible for configuration, operation and administration of all PCs, operating systems and communication links.
- Assist with network server hardware and administrative tasks.
- Assist employees in appropriate applications and implementation of network and PC applications.
- Create and maintain relationships with software, hardware and service vendors.
- Conduct telecommunications and network assessments and recommend strategies to maximize efficiency and cost for IT solutions.
- Provide routine desk side support for hardware, software and network issues.
- Conduct training as requested.
- Operate independently to accomplish necessary IT troubleshooting, upgrades, and problem resolution.
- Perform other duties as assigned by management.
- Travel, as required (5-15%).

### Skills and Qualifications

- Excellent communication skills, verbal and written.
- Proficient user of Microsoft Office products- Excel, Word, Power point.
- 2-3 years experience in network administration preferred.
- 1+ years experience with local and wide area networks.
- A.S. in network technology preferred.
- Technical certifications in personal computer hardware, software, servers, LAN/WAN or telecommunications highly desirable.
- Experience managing SQL/Oracle Databases a plus.
- Autodesk support and Vault database support experience is a plus.

### Physical/Mental Standards

- Ability to operate computer.
- Manual dexterity sufficient for constant use of a keyboard, mouse, and telephone. Speech and hearing sufficient for regular communications. Vision sufficient for use of a computer monitor and transaction documents.
- Ability to sit for long periods of time.

- Ability to perform climbing, stooping, crouching, walking, grasping, talking, hearing and repetitive motions.
- Executing up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.
- Close mental and visual requirements needed to perform work dealing primarily with engineering, management, and manufacturing.
- Ability to plan, schedule, train, check and evaluate work.

### **Work Environment**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.