

December 2010

Job Description – Systems Administrator

Title

Systems Administrator

Description

The Systems Administrator's role is to manage and tune in-house and co-located computer software, hardware systems and network connections to ensure high levels of availability and security of the supported business applications and wireless network services. Responsible for ensuring the stability, integrity, and efficient operation of both in-house and co-located information systems that support core organizational functions through monitoring, maintaining, supporting and optimizing all networked hardware, software and associated operating systems. The individual also participates in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with organization goals, best practices, and regulatory requirements.

Responsibilities

Strategy & Planning

- Participate in network design and capacity planning for long-term business objectives
- Create and maintain documentation of network configurations, mappings, processes and service records

Acquisition & Deployment

- Design and deploy LANs, WANs, VLANs and wireless networks, including servers (physical and virtual), routers, hubs, switches, firewall, VPN concentrator, UPSs and other hardware appliances
- Oversee new and existing network equipment, hardware and software upgrades

Operational Management

- Monitor and test system performance and troubleshoot problem areas as needed
- Perform network and security audits to meet PCI compliancy requirements
- Conduct scheduled testing of system backups and recovery
- Recommend and perform software and hardware improvements, upgrades, patches, reconfigurations and/or new purchases/replacements
- Manage and deploy security solutions, including enterprise firewall, anti-virus and intrusion detection systems
- Ensure network connectivity of all servers, workstations, network printers and wireless access points and other network appliances
- Participate in network products and services research with vendors, outsources and contractors
- Miscellaneous duties as required.

Position Requirements

- College diploma or university degree in computer science and/or 3 years equivalent work experience
- Cisco CCNA minimum, CCNP preferred
- Proven experience and success with LAN, WAN and WLAN design and implementation
- Experience with network capacity planning, network security principles and general network management best practices
- Working technical knowledge of current network hardware, protocols, Internet and wireless security standards, including TCP/IP, DHCP, DNS, LDAP, SMTP, SNMP, IMAP, ICMP, IIS, 802.11x , WEP, WPA
- Solid experience and knowledge with design, and management of VMWare ESXi 4.x and vCenter 4.x Server environments including virtual networking
- Extensive experience with administration and configuration of MS Exchange Server 2003/2008, Windows Server 2003/2008 and Active Directory (with emphasis on Group Policy Editor) and Windows Server Update Services (WSUS)
- Excellent knowledge and experience with Cisco Layer 1 & Layer 2 switches, PIX firewall, VPN Concentrator and Adaptive Security Appliances (ASA)
- Support knowledge and experience with Isilon Scale-Out Platform & EMC Celerra enterprise storage solutions
- Good project management skills and ability to multi-task
- Ability to effectively prioritize and execute tasks during high-pressure periods
- Excellent analytical and creative problem-solving abilities
- Experience working in a team-oriented, collaborative environment
- Strong interpersonal and oral communication skills
- Highly self motivated and directed
- On-call availability as needed or required
- Off-hours or weekend hours required for project implementation or testing
- Lifting and transporting of moderately heavy objects, such as servers, switches and peripherals