

Job Title: Systems Administrator
Status: Full Time
Department: IT
Shift: Days
Supervisor Title: Infrastructure Manager
Location: Las Vegas
Titles of Jobs Directly Supervised: None

Purpose:

The Systems Administrator's role is to optimize Windows servers, workstations and related components to achieve high availability and performance of the various business applications supported. This includes designing, installing, configuring, administering, and fine-tuning servers, desktops, and peripheral equipment across the organization in a timely and efficient manner.

Responsibilities:

- Participate in the design and review of new servers, workstations, and application deployments.
- Coordinate with other business units to ensure availability, reliability, and scalability of servers and workstations to meet corporate objectives.
- Perform file system and database configuration and management.
- Support application development teams throughout project lifecycles.
- Troubleshoot and resolve hardware and software problems, including end user desktops and enterprise data servers.
- Establish best practices and policies for installing, configuring, maintaining, and troubleshooting server/workstation hardware, software, and peripheral devices.
- Ensure that servers and workstations comply with established policies, standards, licensing agreements, and configuration guidelines.
- Design and perform server and security audits, system backup procedures, and other recovery processes in accordance with the company's disaster recovery and business continuity strategies.
- Define and implement strategies for integrating servers and workstations into the environment in an automated manner.
- Recommend and execute modifications to systems in order to improve efficiency, reliability, and performance.
- Establish and implement policies, procedures, and technologies to ensure system security.
- Conduct research on server/workstation related hardware and software in support of procurement and system development efforts.
- Review and deploy new service packs, hot fixes, system updates, and vendor-supplied patches according to best practices and in an automated manner.
- Develop and maintain training materials and systems documentation for educating end users and new technical staff.
- Answer to and perform moves, adds, and changes (MAC) requests as they are submitted by line managers.

- Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring desktop operations.
- Accurately document instances of desktop equipment or component failure, repair, installation, and removal.
- Perform on-site analysis, diagnosis, and resolution of complex desktop problems for end-users, and recommend and implement corrective solutions, including off-site repair for remote users as needed.

Requirements:

- College diploma or university degree in the field of business administration, computer science, accounting, or management information
- MCSE certification
- Ten years of IT related experience at least 5 years of implementation and maintenance of Windows Sever Farm.
- Specific knowledge of Windows Sever 2003 & 2008 platforms required.
- Experience installing, configuring, and maintaining servers, workstations and related networks.
- Determines standards to be followed when creating and maintaining all workstation software load images.
- Creates and maintains all local user authentication and user storage for all desktops attaching to the network.
- Responsible for the backup subsystem including maintaining all tape backups and tape rotations.
- Experience with the Microsoft .NET framework.
- Experienced in Active Directory migration, setup, and implementation.
- Working technical knowledge of Microsoft IIS, Microsoft ISA, Microsoft SQL Server and Microsoft Operations Manager.
- Strong familiarity with DNS and TCP/IP networking.
- Familiarity with various network protocols, firewall management, and database administration.
- Strong knowledge of popular Windows PC programs, including Microsoft Office, Outlook, Adobe Application Suite, Internet Explorer, etc.
- Good technical knowledge of current network hardware and standards.
- Hands-on hardware and software troubleshooting experience.
- Strong understanding of the organization's goals and objectives.
- Good written and oral communication skills.
- Good interpersonal skills.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment.

Work Conditions

- On-call availability.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computer components.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.
- Some off-site travel may be required to administer remote users and/or satellite offices.