



Lake Crystal MN

Job Description: **System Administrator**

Job Summary:

Responsible for meeting customer needs:

- Hardware installation, maintenance, and system support.
- Network installation, maintenance, and diagnostics.
- Software installation, maintenance, licensing, and end user support.
- Light scripting and programming.
- Test, implement, and maintain group security policies in a Windows environment.
- Light system administration in Linux environment.
- Develop and maintain disaster recovery plan based on consultation of IT manager.
- Document projects, problems, and resolutions for future reference by IT team.
- Develop accurate work schedule to keep commitments and organize projects.
- Assist personnel across organization as an IT resource.
- Provide end user documentation.
- Research new technology as assigned and give recommendations.
- Other duties as assigned.

Tools Used:

Windows Server 2003, Solaris 2.6, CentOS 5, Exchange Server 2003, SQL Server 2005, Citrix PS 4.5, ShoreTel VOIP, NetSatisfaxtion, IGEL remote manager, Cisco firewall, Backup Exec

Environment:

Office and production floor.

Job Requirements:

1. Two years education and/or MCSE qualification. Possible internship opportunity for IT students.
2. Ability to independently identify and solve hardware/software problems.
3. Motivation to contact vendors as needed.
4. Effective time management skills and focus for timely completion of projects.
5. Good oral and written communication skills.
6. Must be detail orientated for proper documentation.
7. On call availability required for network emergencies.
8. Must be a team player with interpersonal skills to work with others to meet company goals.
9. Travel to other facilities will be required occasionally. Valid driver's license with a good driving record.
10. Knowledge of Cisco firewalls is preferred, but not required.