**TITLE:**  Network Systems Administrator
**DEPARTMENT:**  Information Technology
**REPORTS TO:**  IT Infrastructure Supervisor
**COMPENSATION:** Competitive wages based on experience
**BENEFITS:** Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options,  educational assistance, dependent scholarship program, onsite fitness center, and much more!

**General Responsibilities:**
Work closely with all IT staff members, performing the tasks necessary to support the efficient operation of network hardware, server hardware, storage and Microsoft network services for Gorbel Inc. and Ravenwood Golf Course. Monitor assigned systems and services and take action to ensure optimum performance and reliability. Research and implement hardware and software upgrades, as well as system customizations, to achieve maximum user productivity. Analyze user needs, as well as business and technology requirements, and implement appropriate, approved upgrades in a timely and cost effective manner. Develop, implement and maintain systems in support of company business development efforts and IT department plans. Perform functional testing of all upgrades prior to putting them into production to ensure system quality and reliability. Perform periodic evaluation, maintenance and back-ups to achieve the desired reliability, performance and recovery point objectives. Monitor and respond promptly to emerging security threats, limiting company exposure.

**Primary Duties:**

- Provide Tier 2 support
- Microsoft network services
- Network applications
- Network hardware
- System performance tuning
- Physical security of all server hardware and storage
- Server operating system security
- Security of all network accessible company data
- Server and service upgrades to improve productivity and reliability
- Server software and operating system licensing compliance

**Secondary Duties:**

- Promptly resolve Tier 2 issues and/or escalate to Tier 3 support as appropriate
- Serve as a resource to IT as well as other departments for technical issues
- Serve as a back-up for other system and network duties as needed
- Assist users and departments in effectively leveraging our production software tools. This will range from one-to-one tutoring to formal classroom training for a group of employees
- Create, publish and maintain standard procedures for common administrative and support activities
- Adhere to suitable administrative practices and methodology
- Maintain sufficient system documentation
- Facilitate the compilation of IT procedures and documentation for assigned systems and services

- Remain current on new information technology trends
- Remain current on new virus and security risks and respond promptly to new threats
- Specify new hardware, operating systems and software
- Adhere to defined project timelines and budgets
- Participate in various IT department projects and company teams as required

**Specific Duties:**

- Monitor, administer and provision routers, switches, load balancers, storage, etc…
- Monitor, administer and provision server hardware
- Monitor, administer and provision server operating systems
- Perform periodic audits to ensure server software and operating system licensing compliance

**Job Qualifications:**

- 2 year Computer Science or Information Technology related degree *preferred*
- 3 years of professional experience in corporate environment with 100+ users
- Experience with Microsoft network services specifically Active Directory 2008 or higher
- Experience configuration and troubleshooting group policies
- Experience with core routing and switching fundamentals
- Ability to meet tight deadlines with high quality requirements
- Strong communication skills
- Strong time management/organizational skills

**Work Environment:**

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

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