GORBEL®
A CLASS ABOVE

TITLE: Systems Administrator I
DEPT: Information Technology
REPORTS TO: Director of IT and Facilities
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:

The Systems Administrator I reports to the Director of IT and Facilities, and is primarily responsible for the management of all client hardware, software and operating systems. Additionally, they are responsible for administering select servers to include but not be limited to the service desk ticketing server, image deployment server, print servers, DHCP, etc…The System Administrator I works closely with all business units and is an escalation point for the Help Desk Administrator as well as their backup on occasion.

Primary Duties:

- Create, maintain and deploy all Microsoft Windows client OS images
- Administer all Microsoft Windows client computers
- Administer Microsoft servers and network services as assigned
- Administer KACE service desk department queue configurations
- Execute acute support requests according to established process
- Submit budget for assigned items to be included in overall annual IT budget
- Develop and maintain plan for IT storage areas

Minimum Requirements:

- Associates degree in Information Technology or related field and 3 or more years of relevant experience
- Professional experience in a corporate environment
- Working knowledge of Windows 7, Windows 10, and Windows Server 2008 or higher
- Working knowledge of Active Directory with OU and user/computer account administration
- Proficiency in Active Directory Group Policy creation and troubleshooting
- Proficiency in Microsoft Windows Operating System imaging methodologies
- Proficiency in all current computer hardware technologies
- Solid written and verbal communication skills
- Strong organizational and time management skills
- Detail oriented and quality focused
- Function with minimal oversight and direction
- Customer focused and excellent interpersonal skills

Desired Skills:

- Microsoft Windows 10
- Microsoft Office Suite 2016
- Microsoft Windows Powershell scripting
- Professional experience supporting 200-400 users and computers
- Android and iOS
- DHCP Server administration

- Print Server Administration
- Quest KACE (K1000, K2000) administration
- Fundamentals of Linux administration
- Fundamentals of MySQL administration

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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