

TITLE: Network Systems Administrator

DEPARTMENT: IT

REPORTS TO: Supervisor, IT Infrastructure

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:

This position is responsible for ensuring production servers and services are specified, built, tested, and deployed as necessary to support the efficient IT operations of Gorbel Inc. and Ravenwood Golf Course. Monitor all systems and services and take action to ensure optimum performance and reliability. Maintain a comprehensive Life Cycle Plan for IT systems and services. Participate in the annual IT budget process. Research and implement hardware and software upgrades and/or changes to achieve maximum user productivity and uptime. 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 while maintaining the current security landscape. Perform periodic evaluation, maintenance, and back-ups to achieve the desired reliability, performance, and recovery points. Delegate administrative tasks and train appropriate junior level staff as required to achieve results.

Specific Duties:

- Provide Tier 3 support
- Microsoft network services
- Virtualization infrastructure
- O365 Management
- Cloud Infrastructure (Azure, AWS)
- NextGen Firewall Administration
- Advanced Layer 3 Routing (OSPF, BGP, VPN)
- Storage Area Network infrastructure
- Disaster Recovery planning and testing
- System performance tuning
- Patch Management
- Remote Administration of servers
- Security of all networked systems
- Security of all networked company data
- Server and service upgrades to improve productivity and reliability
- Thoroughly test new solutions/changes in test environment prior implementing
- Communicating changes to all effected parties
- Guide/Audit the work of Tier 1 and Tier 2 to ensure new systems and services are properly tested
- Maintain Life Cycle Plan for systems and services
- Participate in annual budget process
- 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
- Create, publish and maintain standard procedures for common administrative and support activities
- Maintain support contracts for all servers and services as delegated
- Adhere to suitable administrative practices and methodology
- Maintain sufficient system documentation and ensure junior level do the same

- Research and propose new technology and existing technology enhancements
- Adhere to defined project timelines and budgets
- Participate in various IT department projects and company team as required

Position Requirements:

- Associate's Degree in Computer Science or Information Technology or related degree
- 5+ years of professional experience in a corporate environment with ~200+ users
- 5+ years of experience with Microsoft network services specifically Active Directory 2008 or higher
- 5+ years of experience with network design, hardware specification, configuration, and implementation
- 5+ years of experience with maintaining/supporting enterprise security initiatives
- Ability to meet tight deadlines with high quality requirements
- Ability to analyze complex requirements and develop technological solutions
- Strong communication skills both written and verbal
- Strong interpersonal skills
- Detail oriented
- Team player
- Creative
- Ability to think outside the box
- Independent
- Self-Motivated

Work Environment:

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Ability to move easily about a manufacturing factory

To apply for this position, please complete an [employment application](#) and send to careers@gorbel.com.

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