

JOB TITLE: IT System Administrator

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Director of Information Technology

SALARY Commensurate with Experience

**FULL TIME POSITION**

**POSITION DUTIES/RESPONSIBILITIES:** Work with internal and external support to implement, maintain, and upgrade systems - including but not limited to Epic, Dentrix, and Citrix. Oversee Microsoft Windows Active Directory with 700+ users and 1000+ PCs. Responsible for the maintenance and configuration of Linux servers, reliable operation of computer systems and servers. Install and upgrade server physical components and software, manage virtual servers, and integrate automation processes. Troubleshoot errors in various systems by running diagnostics and keep detailed documentation of changes and fixes. Provide documentation and technical specifications to IT staff for planning and implementing new, or upgrades of, IT infrastructure. Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures. Active communication with helpdesk support and specialists regarding upcoming changes, outages, and solutions. Responsible for capacity, storage planning, and database performance.

**REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT:** Associate Degree in Computer Networking or related field, Bachelor Degree preferred. IT certifications in related field are a plus.

**REQUIRED EXPERIENCE OR SKILLS:** Three to five years of network administration or system administration experience. Customer service -oriented, working knowledge of automation, virtualization software, and enterprise storage including RAID, SANs, NAS, etc.

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