



JOB TITLE: IT System Administrator

FLSA STATUS: Full Time Exempt

SALARY: \$75,000 - \$125,000 annual

HOURS: 40 hours per week

DEPARTMENT: Admin

REPORTS TO: Director of Finance

EFFECTIVE DATE: asap

SUMMARY: The IT System Administrator will be responsible for assisting with the day to day operations of the Information Technology Department. IT System Administrator maintains all Office, Sales, and Construction systems.

DUTIES AND RESPONSIBILITIES:

TECHNICAL - Onsite and remote locations

- SQL Database daily management
- Printer Configuration (MFP)
- Verify VPN connectivity for new internet connections.
- Network Setups –
 - Cabling, Internet connectivity: Laptops, faxes, printers, routers/switches.
- Troubleshoot, Repair and Reinstall Software on computers systems
- Troubleshoot, Repair and Maintain Hardware issues.

COMMUNICATION - Onsite and remote locations

- Phone Activation – Desktop and Mobile
- Voicemail Configuration
- Ordering and basic troubleshooting of mobile devices –IOS and Andriod
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- Some supervisory duties.

QUALIFICATIONS:

- IBMi System Administration Experience i.e. backup and restoration
- JD Edwards/AS 400 Administration or equivalent experience
- SQL Database Administration experience: Essbase, Warehouse Builder, Showcase Query
- RPG Programming a plus
- Ability to troubleshoot varying hardware and software problems.
- Expert knowledge in Networking concepts cabling, routing, switching
- Ability to work with a proactive approach to projects and tasks.
- Excellent communications and organization skills.
- Ability to work with all levels of associates within organization.
- High degree of professionalism, along with the ability to maintain courteous manner.
- Minimum 5+ years Information Technology Experience

COMPETENCIES:

- ❖ **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

- ❖ **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- ❖ **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ❖ **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- ❖ **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- ❖ **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- ❖ **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- ❖ **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- ❖ Occasionally required to utilize hand and finger dexterity
- ❖ Occasionally required to climb, balance, bend, stoop, or kneel
- ❖ Continually required to talk or hear
- ❖ Frequently required to stand.
- ❖ Occasionally required to walk.
- ❖ Continually required to sit.
- ❖ While performing the duties of this job, the noise level in the work environment is usually moderate.
- ❖ The employee must occasionally lift and/or move more than 15 pounds.



The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.