IT System Administrator

The role of the System Administrator is to ensure the stable operation of the in-house LAN/WAN network. This includes installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links. The administrator will also analyze and resolve end user computer hardware and software problems in a timely and accurate fashion. This position includes end user training where required.

**Job Responsibilities:**

Administer servers, routers, switches, firewall, software deployment, enterprise applications, security updates, patching and smartphones,

Maintain network and systems security

Establish and maintains documentation for all systems and procedures.

Maintain integrity of the network, server deployment and security.

Recommends additions or enhancements to hardware/software to provide highest cost/benefits efficiency.

Occasional off hours work to avoid disruption of systems during normal work hours.

Be “On Call” for emergencies requiring system work, (hardware failures, power outages, weather issues)

**Desired Skills:**

5 years progressive IT System Administrator experience in a complex client-server environment

Windows Server 2008/12, Active Directory, Group Policy, Hyper-V, VMware, WSUS, Terminal Services.

WAN/LAN/WLAN, wireless communications, VPN’s, firewalls, DNS, TCP/IP.

Enterprise level anti-virus applications, backup systems, and patch management.

Any of the following would be a plus, IIS/Apache, Symantec, MS Exchange, SQL, Linux, Cisco, Apple iOS, IBM iSeries, GFI,

Able to communicate technical information to users of all skill levels.

Previous work in a financial services environment.

If interested please contact Heidi Potter, VP/HR
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