

# IT ADMINISTRATOR

<b>JOB TITLE</b>	<b>IT Administrator</b>
REPORTS TO (title)	Director of Operations
DEPARTMENT NAME	Administration

## 1. PRIMARY PURPOSE -

Maintain IT for the company, including but not limited to, network, server, desktop, telephone system and software systems.

## 2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Install, support and maintain network servers, desktops, telephone system or other system devices.
- Plan for and respond to service outages and other systems related problems.
- Respond to individual users' difficulties with computer systems, provide instructions, and diagnose and solve problems.
- Develop training documentation.
- Ensure integrity of data, system backups and restore, and appropriate access to data.
- Monitor network and servers for system availability, performance of system and related components.
- Administration of security devices such as firewall, as well as general security measures for servers, desktops and other system devices.
- Routine maintenance and upkeep of all servers and workstations, including up to date software patches, upgrades, and security hotfixes.
- Research new hardware and software solutions to improve scalability, availability, security, and performance.
- Implementation and integration of software programs as needed.
- Manage contract with IT service provider, remove need for outside IT service provider as possible.

## 3. OTHER DUTIES AND RESPONSIBILITIES -

- Performs other duties as assigned to support and continuously improve processes at the Company.
- Responsible to implement, promote, review, and continually improve the effectiveness of the Quality Management System.

## 4. MINIMUM QUALIFICATIONS AND EXPERIENCE -

- Bachelors in Computer Science preferred.
- Minimum of four years of system and network administration work experience.

- Working knowledge of Active Directory, Microsoft SQL, Microsoft Exchange, and Microsoft ISA Server, and Microsoft SharePoint, server and desktop hardware, Microsoft Server operating systems, Windows XP Professional, and Microsoft Office Suite (Outlook, Excel, Word and PowerPoint), networks and network nodes, server, network, and desktop security practices, including firewalls.
- Strong communication, coordination, and organizational skills.
- Must exhibit good communication, interpersonal skills, and an ability to manage their own priorities and workloads while working in a team environment.

**5. PHYSICAL DEMAND –**

- **The physical effort typically applied in this job includes**

<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Typing/keying
<input checked="" type="checkbox"/> Carrying	<input checked="" type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input type="checkbox"/> Other (specify)

- **The amount of effort typically applied and the frequency of application:**

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.	X			
Between 1 & 5 lbs.	X			
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.	X			
More than 60 lbs.	X			

- **The effort typically applied in the following work positions:**

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input checked="" type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

**6. MENTAL OR VISUAL DEMAND -**

- **The degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job:**

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input checked="" type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, lying out, or otherwise performing very involved and complex work.

**7. WORKING CONDITIONS –**

• **The kinds of disagreeable elements incumbent would typically be exposed to in the work area:**

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

• **The physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:**

X	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

**8. ATTENDANCE –**

Compliance with general company standards is acceptable.

**9. SAFETY -**

Compliance with general company standards is acceptable.

**10. FLSA STATUS -**

EXEMPT

**11. EEO CLASSIFICATION -**

<input type="checkbox"/> Official/Manager (1)	<input checked="" type="checkbox"/> Professional (2)	<input type="checkbox"/> Technician (3)	<input type="checkbox"/> Sales (4)
<input type="checkbox"/> Administrative Support Workers (5)	<input type="checkbox"/> Craft Worker (6)	<input type="checkbox"/> Operative (7)	<input type="checkbox"/> Laborer (8)
<input type="checkbox"/> Service Worker (9)			

**12. SIGNATURES & DATES -** The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements.

**NOTE:** Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>