Centennial Mental Health Center, Inc.
**Job Description**

**Job Title:** Systems Administrator      **Job Class:** Administration
**Reports to:** Information Technology Director      **Grade:** 10
**Status:** Exempt

## Position Summary:

We are seeking an experienced Systems Administrator who is eager to use and grow your technological skills. In this role, the successful individual will protect our critical information, systems, and assets, build solutions, implement new software and hardware, provide training, and assist in the development of an overall IT strategy. From early on, you will be given challenging assignments, lead initiatives, and take ownership and responsibility. You will also receive self-paced training to help you become a leader in your field. The successful individual will administer Centennial's Servers (Windows & Linux) as well as Server based software (Hyper-V, Active Directory, Windows Software Update Services, SharePoint, Project, Lync, Exchange, etc.), resolve technical problems and document the problem symptoms and final solutions.

## Essential Duties and Responsibilities:

- Install, configure, update, and maintain Microsoft Windows Servers and Linux servers (both physical and virtual) and the applications those servers run.
- Coordinate with the Information Technology Director to ensure availability and reliability of servers to meet business demands.
- Ensure that periodic on-site and off-site backups of critical data is accomplished according to procedures.
- Write and follow procedures to keep the servers running efficiently. This includes monitoring resources to identify potential overload conditions, failed/failing equipment, and resolving bottlenecks.
- Maintain software and hardware inventory and tracking systems and monitor inventory.
- Participate in key product evaluation and improvement proposals as they relate to the servers and connected devices.
- Nurture dependable IT infrastructure and networking that's always up and running.
- Remains current on using the Center computer programs. These programs include virus detection, compression/decompression, Microsoft programs, Polycom video conferencing programs, and information system interfaces.
- Performs other job duties as assigned.

## Supervisory Responsibilities:

- May supervise lower level technical support personnel.

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## Job Requirements

## Education:

- Bachelor's Degree in computer science or related field. Extensive relevant experience may be considered in lieu of graduate level education.

## Experience:

- Three to five years of experience administering servers in a virtualized environment (preferably with Hyper-V).
- Experience administering both Microsoft and Linux servers preferred.

**Abilities, Knowledge, Skills:**

- Familiar with configuring Microsoft server packages like Hyper-V, Active Directory, Windows Software Update Services, SharePoint, Lync, Exchange, etc.
- Knowledge of computer network architecture and Microsoft server security configurations.
- Ability to travel within the Center's service area or to other locations as needed.
- Ability to lift 50 pounds.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.


_____          _____

Employee Signature                                                                     Date


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Administrative Supervisor                                                           Date