



Job Description

JOB TITLE: Systems Administrator I
REPORTS TO: Director of IT
HOURS/STATUS: Full Time/Nonexempt
SALARY RANGE: \$25.64 - \$30.77

JOB SUMMARY

Responsible for supporting all matters relating to network and workstation hardware, software, communications, on-going assistance to users and special projects.

SPECIFIC JOB RESPONSIBILITIES

- Administer, evaluate, install and provide maintenance of desktop and server computer hardware and software. Recommend programs for specific applications.
- Identify future needs and recommend appropriate hardware, software and services.
- Assist management and staff in analyzing and identifying computer requirements and opportunities. Provides PC computer support and basic training in the use of standard applications.
- Maintain, administrate, and upgrade corporate network as needed. Must be able to operate network-related software and devices. Similarly, should be able to recommend appropriate technology for network growth.
- Develop and monitor technology training for staff, including providing custom training sessions.
- Maintain, administrate, and upgrade software.
- Coordinate and maintain computer and related security policies.
- Maintain adequate documentation of work areas.
- Demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood.
- Other essential duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: working knowledge of common software packages; proficient analytical and problem solving skills; the ability to effectively manage multiple tasks/projects; the ability to work independently, as well as with others; strong written and oral communication skills; ability to interact with the public and Agency employees in a professional, responsive and confidential manner a program participant/employee focused attitude; the ability to demonstrate, and provide examples of continuous personal development and improvement.

EDUCATION and/or EXPERIENCE

Associate degree. 3-4 years computer technician experience in maintaining and installing computer and server applications.

WORK ENVIRONMENT

This position may require work hours outside of the 8-4 schedule to accommodate computer maintenance and repairs. This position will require the capabilities to lift 10 to 15 pounds of equipment.

EQUAL OPPORTUNITY EMPLOYER

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.