Server Administrator

General responsibilities: The primary responsibilities for this position are backend system server maintenance, network security. A key component is the ability to problem solve and adapt to changing business needs.

Specific operating responsibilities:
- Responsible for application support for client/server applications.
- Perform server hardware installs, Operating system installs, Application installs.
- Provide operating system patching and application patching or upgrades.
- Monitor hardware, software, and operating systems to ensure that each is performing according to approved standards.
- Be the expert on assigned applications.
- Perform server troubleshooting.
- Create small-scale project plans and drive them to completion.
- Troubleshoot and resolve problems referred by help desk support.
- Maintain and accept ownership of assigned helpdesk tickets, documenting all activities performed in resolving problems.
- Provide outstanding customer service.
- Contribute to knowledge tools and communities, and ensure operational learning's are documented and shared
- Recommend, develop, and implement standards and procedures
- Insure overall quality and availability of all network resources
- Other duties as assigned

Knowledge and Skills:
- 3 years total Information Systems experience
- 2 or 4 year degree in Information Technologies preferred
- Microsoft Certifications preferred
- Cisco Certification preferred
- Strong Windows 7/8/2008/2012 skills
- VMware ESXi/Hyper-V skills a plus
- Linux/Unix skills a plus
- Strong time management skills

Please send resume with cover letter and/or COVER VIDEO to: humanresources@smp.org