

Job Title:	Systems Administrator	Job Grade:	700
Reports To:	Systems Manager	FLSA Status:	Exempt

JOB FUNCTIONS

- Maintains servers, PCs, routers, hubs, switches, backup drives, network printers and entire operating systems.
- Designs and installs network equipment and determines or assist in determining hardware and software requirements and configurations by studying, analyzing, and evaluating automation factors such as scope of projects, number of users, reporting requirements, volume of transactions, access restrictions, cost restraints, power specifications and security conditions.
- Identifies remote access solution implementation and support such as VPN and VNC.
- Protects database and confidentiality of operational system, including coded and/or encrypted passwords.
- Maintains and performs preventive maintenance of systems.
- Analyzes and confirms software objectives and specifications of equipment and objectives of users.
- Installs hardware and software, confirming program operations by conducting tests and/or modifying programs to meet needs of library and users.
- Ensures operable equipment by providing maintenance, troubleshooting malfunctions, and providing other tech support or arranging for external support.
- Researches, recommends and makes software purchases.
- Within scope of position, recommends and/or makes management decisions using independent judgment and discretion in matters of significance involving the library's operation.
- Strong analytical, planning, organizing and problem-solving skills are needed.
- Ability to work independently without supervision.
- Performs other related and non-routine tasks as required or directed.

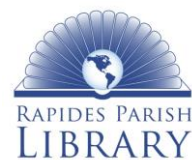
MINIMUM QUALIFICATIONS

- A Bachelor's Degree in computer science, math, or a related field. Preferred. Other combinations of experience and education that meet the minimum qualifications may be submitted.
- Three (3) years of full-time (minimum 1456 hours per year) network/systems administrator experience of Windows Servers, and/or other hands-on documented technical support systems experience with an automated networked communication system.
- Preferred knowledge of:

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- Exchange Server
- Systems Center Configuration Management
- Data Protection Management
- Domain Security
- Active Directory
- Network Attached Storage
- VPN
- Routers
- Virtual Servers
- Wi-Fi Solutions
- Demonstrated knowledge of Microsoft Office products.
- Ability to repeatedly crawl, stoop, bend, squat, climb ladder, and reach above head.
- Ability to distinguish colors and determine depth perception.
- Ability to repeatedly carry, lift, pull, push minimum of 50 lbs.
- Ability to stand for extended (1 ½ to 2 hours) periods of time.
- Class E (standard) drivers license with a clean driving record prior to applying for position and the ability to maintain a clean record.
- Successful participation in pre-employment/transfer drug screening, Random Drug Testing Program and credit check.

Candidates should send their resumes to Jackie Brown, Human Resource Manager, at jackie@rpl.org.



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This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This will acknowledge that I have read and understand the requirements and duties of Systems Administrator. I further acknowledge that I can perform the essential duties listed and that I possess the knowledge, ability, skills, education, experience and other requirements as stated above.

Printed Name

Date

Signature