

Ohio Farm Bureau Federation

Job Description

 X Exempt

 Non-Exempt

Date Written May 2020

Job Title:	System Administrator
Person in Position:	
Reports To:	
Department:	Organization
Pay Band:	6
Company Vehicle:	No

POSITION SUMMARY: Maintain, upgrade and manage the organization's software, hardware and networks to ensure high levels of availability and security of the supported business applications. Participate in planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with OFBF goals, industry best practices and regulatory requirements.

Primary Duties:

Strategy & Planning

1. Participate in and support capacity planning and development of long-term strategic goals for systems and software in conjunction with end-users and department managers.

Acquisition & Deployment

1. Deploy and manage workstations, virtual desktops, servers, printers, scanners, firewalls, encryption systems and all host security.

Operational Management

1. Manage all operating systems and end-user software.
2. Manage communications and connection solutions including workstation connectivity, local area networks, VPN's and phones (8x8 phone system).
3. Ensure the integrity and security of enterprise data on host computers, multiple databases and during data transfer in accordance to business needs and industry best practices regarding privacy, security and regulatory compliance.
4. Manage storage infrastructure.
5. Manage end user accounts, permissions, access rights and storage allocations in accordance to business needs and industry best practices regarding privacy, security and regulatory compliance.
6. Perform network and security audits, test routine backups and restores.
7. Anticipate, mitigate, identify, troubleshoot and resolve hardware and software problems on servers, input/output fleet and workstations. Escalate incidents as necessary.
8. Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.

9. Support application development teams throughout project lifecycles.
10. Analyze system, server, application, network and input/output device performance.
11. Recommend, schedule and perform software and hardware improvements, upgrades, patches, reconfigurations and/or purchases.
12. Conduct research on emerging products, services, protocols and standards in support of systems software procurement and development efforts.
13. Ensure all computer systems are backed up and appropriately recoverable.
14. Help desk tickets support.

Additional Duties:

- Other assignments as assigned.

MINIMUM EDUCATIONAL EXPERIENCE QUALIFICATIONS

- Bachelor's Degree.

MINIMUM SKILL QUALIFICATIONS

- Working technical knowledge of network, Virtualization, PC and platform operating systems, including Windows Server and Desktop, VMware, Ubuntu and FortiOS.
- Working technical knowledge of current systems, software, protocols and standards, including firewalls, Active Directory, Google G-Suite.
- Strong knowledge of local area network administration.
- Extensive application support experience, hands-on software and hardware troubleshooting experience.
- Experience with data management.
- Knowledge of applicable data privacy practices and laws.

PREFERRED QUALIFICATIONS

- Information Technology or Computer Science Degree or related degree and three (3) years systems engineering experience.
- Certifications in Cisco, Microsoft or VMware are a plus.
- Strong interpersonal and oral skills. Proven analytical and problem solving abilities.
- Adept at reading, writing and interpreting technical documentation and procedure manuals.
- Self motivated, keen attention to detail, willing to learn new areas and skilled at working within a team oriented environment.

Employee Signature

Date

The employee's signature indicates that the description has been reviewed with the employee and that employee is aware of duties for which employee is responsible. Management has the right to change or add duties at any time.

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