



### **Job Description:**

Administers, develops, runs tests on, implements, and maintains operating system and related software. Establishes and implements standards for computer operations for compatibility between hardware and software, according to specifications and parameters. Troubleshoots and resolves software, operating system, and networking problems. Schedules, performs, and monitors system backups and, when necessary, performs data recoveries. Responsibilities differ from those of an Operating Systems Programmer in that the Systems Administrator is not responsible for altering operating system's software codes.

### **Job Functions:**

- Recommends hardware and software upgrades according to growth statistics and disk space forecasts.
- Schedules, plans, and performs system upgrades, including coordinating the transition from test to production environments.
- Schedules tasks using software support tools and scripts.
- Configures hardware, such as workstations, printers, servers, and tape devices.
- Provides technical support for system users.

### **Qualifications & Requirements:**

- 2-year Associates Degree, Prior systems administration experience & IT related certifications considered.
- Experience with vendors such as: Cisco, Arista and Fortinet preferred.
- Knowledge in VMware and virtualization technologies.
- Knowledge in basic networking protocols.
- Knowledge in VOIP communication systems.
- Knowledge in the OSI Model for troubleshooting.
- Communication skills for interaction with customer.
- Knowledge in Windows AD, GP, and Windows server administration.
- Knowledge in current security standards, practices, and protocols.
- Knowledge in Linux server administration.
- Knowledge in database management such as MS SQL and Oracle DB.

NebraskaLink dba OPTK Networks