



We currently have an opening for an **IT Systems Administrator** at OPTK Networks. The IT Systems Administrator is responsible for the management, coordination, and implementation of various processes that contribute to the function of the organization in the areas of information technology, data security, training facilities, and computer equipment. They are also responsible for remaining current on existing and emerging technology including those related to Telecommunications.

#### Job Functions:

- Install, configure, maintain, update, and support new software, systems, hardware, printers, networking equipment, other devices, and components.
- Setup employee workstations, including computers, monitors, peripheral devices, and effectively manage cables.
- Recommends hardware and software upgrades according to growth statistics and disk space forecasts.
- Troubleshoot, diagnose, and resolve issues that other employees experience with their computers, applications, systems, processes, and tools.
- Schedules, plans, and performs system upgrades, including coordinating the transition from test to production environments.
- Schedules tasks using software support tools and scripts.

#### 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 basic networking protocols.
- Knowledge in VOIP communication systems.
- Communication skills for interaction with customers.
- Knowledge in Windows AD, GP and Windows server administration.
- Knowledge in current security standards, practices, and protocols.

**Salary based on experience.**

***\*\*\*Typical work hours are M-F, 8am-5pm on-site in Lincoln, NE***

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NebraskaLink dba OPTK Networks

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