Job Overview

Inland Telephone Company is seeking to hire a System Administrator with broad experience to join our team. The position will assist with evaluating new technology and help establish the technological vision for the company

Objectives of this Role

- Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware

- Own projects, solutions, and key responsibilities within a larger business initiative

- Enable faster and smarter business processes and implement analytics for meaningful insights

- Partner with internal and external partners to communicate project status, activities, and achievements

Responsibilities for System Administrator

- Responsible for the maintenance, configuration, and reliable operation of computer systems, servers, and virtualization

- Install, upgrade and patch computer components and software, manage virtual and hardware servers, and integrate automation processes

- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues

- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure

- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures

- Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions

- Responsible for capacity, storage planning, and database performance routine/scheduled audits of the systems, including all backups

Qualifications for Assistant System Administrator

- Associate or Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience required

- 3-5 years of system administration experience

- System administration and IT certifications in Linux, Microsoft, or other network related fields are a preferred

- Working knowledge of virtualization, VMWare, or equivalent

- Strong knowledge of systems and networking software, hardware, and networking protocols

- A proven track record of developing and implementing IT strategy and plans

- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols

- This position requires working at a desk/computer for extended periods of time. It requires the use of office equipment, fine motor skills including typing on the computer, dialing phones, filing paper, and working in close proximity to other people. There may be occasional lifts of up to 50 lbs.

Ranging $25.00 - $30.00/Hr DOE or Certifications

Benefits include: Group Insurance; Medical/Dental, Life Insurance, and Long-Term Disability. Retirement; 401K contribution, Holidays; 9 paid holidays, employee birthday and floating day-off. Paid Time Off (PTO) starting at 4 hours per pay period (12 days first year).