JOB ANNOUNCEMENT
(INTERNAL/EXTERNAL)

POSITION INFORMATION			

Job Title:	System Administrator		
Division:	Information Technology	**Department:**	IT Operations
Reports to:	Director of Information Technology	**Classification:**	Regular, Full Time
Opening Date:	July 15, 2020	**Closing Date:**	Continuous until position filled

ANTICIPATED WORK SCHEDULE
(Hour of operation and schedule subject to change)

Department Hours of Operation	M-F; 8:00AM-5:00PM	**Schedule**	Schedule is dependent on operational requirements of the servers being supported. Expect to be on call 24x7 for major issues or activities happening outside regular office hours.

BASIC PURPOSE OF THE JOB

Responsible for the coordination of all enterprise application maintenance activities; maintenance of vendor application programs through installation of new releases; installation/configuration/maintenance of the hospital's server farm and associated hypervisors and operating systems. investigate and install new system software utilities; identify and coordinate problem resolution of all system software problems. Act as subject matter expert in educating junior staff on server operations and maintenance.

QUALIFICATIONS	
Minimum Education	- Bachelor's degree in a Computer related technical field - Advanced degree preferred.
Minimum Work Experience	- Two to five (2-5) years of experience supporting high-availability enterprise Windows server, VMWare and MS SQL environments. - Experience in a mission-critical, high information-security environment desired - Experience in healthcare industry beneficial
Required Licenses / Certifications	VMWare and Microsoft Server certification advantageous
Required Skills, Knowledge and Abilities	- Very good written and oral communication skills - Ability to self-learn and to teach and impart technical skills to others. - Able to present design concepts and system functions in an understandable, logical and concise manner. - Ability to be on-call 24x7 for critical system issues - Strong ability to work without supervision

OVERVIEW OF JOB RESPONSIBILITIES

1. Under the general supervision of the IT Director, manage the software running on hospital servers including database, email, collaboration, office automation, web service, internet/internet, application.

2. Support IT analysts and programmers in installing or modifying software on hospital servers.

3. Maintains proper and secure configurations for all servers and application packages running on them.

4. Analyzes and documents detailed system factors, including input and output requirements, information flow, hardware and software requirements, and alternative methods of problem resolution.

5. Processes work requests for systems enhancements and provides timetable if deemed appropriate for completion. Monitors all assigned projects in development and provides periodic status reports.

6. Assist the information security officer in determining the proper assignment of application software access to authorized client staff.

7. Provides guidance and coordination in the planning and scheduling of assigned projects with appropriate sections of the IT. Department.

8. Coordinates, trains and educates key IT staff, and appropriate hopstial staff, in new or modified systems to ensure proper problem resolution/determination procedures are followed as well as maintenance of existing systems.

9. Participates in off-hours on-call schedule to resolve emergent and critical application software and system problems.

10. Attends all required safety training programs and can describe his/her responsibilities related to general safety, department/service safety, and specific job-related hazards.

11. Follows the hospital Exposure Control/Bloodborne and Airborne Pathogens plans.

12. Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to ensure a professional, responsible, and courteous environment.

13. Promotes effective working relations and works effectively inter and intra-departmentally as part of a department/unit team to facilitate the department's/unit's ability to meet its goals and objectives.

14. Researches and evaluates current and future needs to recommend system solutions necessary to achieve greater efficiency of hardware resources.

15. Responsible for coordinating all enterprise software and server setup, maintaining established hospital standards for operation/documentation/testing, and providing status reports to IT Management.

*Complete job description provided upon employment.