



Systems Administrator

Job Code: SYSADM - 126
Revision Date: Dec 21, 2018

Salary Range:
\$33.09 - \$54.13 Hourly
\$2,647.20 - \$4,330.40 Biweekly
\$68,828.00 - \$112,596.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to configure, support and administer server environments, local and wide area networking infrastructure, network and server security. This position is also responsible for access control, maintaining firewalls, monitoring and maintaining intrusion prevention and detection systems, Internet URL filtering system, anti-malware protection system, Telephone system, E-mail system, backup systems, Uninterruptible power supply systems.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Determines wide-area networking needs and provision new network communications links/circuits for each remote site.
- Ensures the stability and integrity of in-house voice, data, video, and wireless network services.
- Participates with the installation, monitoring, maintenance, support, and optimization of all network hardware, software, and communication links.
- Briefs senior management staff on cyber security and compliance.
- Conducts research on network products, services, protocols, and standards to remain abreast of developments in the networking industry.
- Performs server administration, server clustering for high availability, security hardening, install security updates, performance monitoring for all windows servers.
- Performs firewall administration and monitoring, adjust firewall rules and maintain security policies and remote virtual private network for external user access.

- Performs backup and recovery tasks of files, folders, system state and bare metal images. Test disaster recovery of windows servers.
- Performs networking security monitoring of all security intrusion detected events and alerting
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Bachelor's Degree in Information Technology, Computer Science, Engineering or related field, supplemented by six (6) years of progressively responsible experience in networking products, large scale server environments, wide and local area network or closely related technology field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs medium work that involves walking, standing, stooping, jumping, lifting, digging, pushing and raising objects and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Cisco Certified Networking Associate and Cisco Certified Internetworking Engineer are Preferred.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.