



Administrator of Information Technology

Job Summary:

The Administrator of Information Technology manages and provides hardware and software maintenance, training and consultation, and recommendations about future planning and development of resources.

Major Duties:

- Manages and maintains Microsoft Windows applications and systems including but not limited to Windows XP, Windows Vista, Windows Server and Microsoft Exchange.
- Manages the acquisition, installation and maintenance of the organization's local area network hardware/software.
- Manages network operations to include: troubleshooting connectivity problems; installing & maintaining routers; adding/terminating users; assigning rights and access; resetting passwords; establishing e-mail addresses; assessing and reporting operational status; performing backups and restores; etc.
- Conducts technology orientation and exit briefing for all staff; prepares technology and systems for new and exiting staff.
- Ensures technology documents/certificates such as product registrations, SSL certificates, maintenance agreements, service contracts, etc. related to technology operations and/or technology services are evaluated, updated and processed.
- Implements, administrates and maintains databases.
- Performs routine preventive maintenance on hardware and software.
- Responsible for troubleshooting workstations, networks, software applications, phones, copiers and other technologies.
- Manages technology inventory to include procurement and disposal.
- Ensures compliance with all software licensing agreements. Manages and safeguards software media and associated licenses. Tracks software versions. Maintains centralized software use log.
- Ensures networks, workstations, operating systems and software applications are operational; ensures hardware and software is patched and/or updated; ensures all analog and broadband circuits are operational in accordance with vendor specifications.

Knowledge and Skill Requirements:

- Bachelor's degree in computer science, computer engineering, electrical engineering or related field and five years management/leadership experience. Master's degree in computer science or related field is preferred
- Strong analytical and logical problem solving skills

- Strong interpersonal communication and relational skills, good organizational and project management skills; sound judgment; initiative; flexibility; detail-oriented
- Documented working experience with Microsoft Windows Environments, including MS-SQL 2000 and Microsoft Exchange 2003, Internet Information Server and other applications
- Experience with Microsoft windows configuration, installation, maintenance, support and troubleshooting of TCP/IP networks supporting VoIP telephony, microcomputers and other systems; system development, complex project management, knowledge of Nortel network hardware, client/server technology, Internet/intranets.

Work Environment:

Working conditions are normal for an office environment. Work may require frequent weekend and evening work. Work may require overnight travel, on occasion.