



## JOB DESCRIPTION

Job Title: Systems Administrator

Pay Range:

EEOC Number and Classification: , Professionals

Reports to: Director of Supply Chain

Status: Exempt

Date: March 2, 2010

**Job Summary:** Responsible for managing Inland's business systems by planning, analyzing, recommending, installing and supporting the network infrastructure, including but not limited to: servers, routers, switches, firewalls, data and voice communication lines, operating systems, mobile devices and other types of software/hardware according to company policies and procedures.

### Job Responsibilities:

1. Supports existing servers, system and network, including adding and deleting users, maintaining network security, configuring workstations and hardware, managing the e-mail system, troubleshooting and diagnosing computer and network problems, configuring hardware, installing software, backing up the servers, maintaining documentation, and other related functions.
2. Analyzes server and network activity and maintains performance monitoring systems as well as other software programs, e.g. intrusion detection, virus scanning applications, etc.
3. Performs "help desk" function of troubleshooting (identifying, researching and resolving) systems problems as well as answering questions and assisting users. Prioritizes and schedules work assignments.
4. Researches, recommends and procures new software and hardware. Maintains multiple vendor relationships.
5. Performs "system administration" functions of installing new software releases and system upgrades, evaluating and installing patches, resolving software related problems, and performing system backups and recovery.
6. Performs "telecommunication" tasks, such as support of phone system, voice mail, copiers and fax machines.
7. Participates in the design and planning of infrastructure to support new applications and technologies.
8. Supervise and mentor multiple interns.

### Competencies:

- EDI
- Panasonic Phone System
- Networking(ASA, DMZ, VPN, WCS, wireless AP)
- Server and Domain Management
- VMWare/ESX Server
- Equalogic SAN
- Enterprise Data Backup
- Exchange 2003
- Blackberry Enterprise Server
- Office Communication Server
- SQL Server 2000, 2005 and 2008
- Sharepoint
- Citrix
- IIS
- Windows OS
- Enterprise Antivirus and Security
- WSUS
- FOG Server

**Prerequisites:** Bachelor's Degree in Information Systems or Computer Sciences, or the equivalent in on-the-job experience in network management. 5 years related work experience is required.

**Physical Requirements:** Generally sedentary; must be able to lift up to 50 lbs.