



Systems Administrator/Engineer  
Exempt

**DEPARTMENT: REPORTS TO:**

Director, Information Technology

**General Purpose**

The principal function of the Systems Administrator/Engineer position is to provide high quality, secure and resilient platforms that support the Firm's mission critical applications.

**ESSENTIAL FUNCTIONS:**

- Works with the team to ensure uptime remains a top priority
- Manage the Microsoft Windows server platform infrastructure
- Active Directory Administration
- Assist Supporting Citrix server environment
- Assist supporting VMWare ESX server environment
- Assist supporting Network infrastructure
- Ensure systems comply with security regulations and policies
- Coordinate with vendors for required support
- Work in a team environment to provide rotating 24X7 support of the server infrastructure
- Assist with responding to server-related alerts
- Assist with major projects for the infrastructure team
- Apply OS and system patches and upgrades on a regular basis, and upgrade administrative tools and utilities
- Perform ongoing performance tuning, and resource optimization as required
- Provides support to and receives day-to-day direction from the Senior Systems Engineer
- Other duties as assigned

**REQUIRED KNOWLEDGE:**

- Technical, analytical and interpersonal skills required
- Experience working with a variety of server based applications
- Excellent verbal and written communication
- Windows Server 2008/2012, Citrix and MS Exchange
- NetApp and/or storage architecture a plus
- Cisco equipment

**EDUCATION/CERTIFICATIONS:**

- 8-10 years of experience in the field
- Bachelor's Degree in computer science is highly preferred but not required
- MCSE desirable
- CCNA desirable
- Citrix certification desirable

**WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel, although very infrequent. Work may require late night/early mornings (server patching, etc.)

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.*

*This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.*

*Revised 5-3-2016*