

# Windows Server Administrator/Engineer

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Provide solutions to small and medium business clients; oversee the installation, administration, and usage of all backend servers. Maintain the integrity and security of the organization's Active Directory/Windows Environment. Conduct system analysis and implement improvements to keep the systems current with changing technologies. Coordinate with other groups (Application Support/Development/DBA) to implement system changes to keep up with the fast paced market.

## JOB FUNCTIONS:

- Maintain DNS, DHCP, and Domain Controllers, Active Directory applications, Exchange Servers, HTTP, SMTP & FTP services for the organization
- Maintain authorized software (operating system and some applications) installed on servers; oversee the running of applications to identify and resolve problems; continue performance enhancement with measurable benchmarks
- Support users through emails, calls, in conjunction with the IT Help Desk
- Repair or replace defective hardware on servers, as necessary. Expedite repairs with outside services
- Monitor system logs and activity on all servers
- Manage Windows account maintenance, including additions, changes and removes
- Manage Windows security features to protect confidential information while allowing appropriate access
- Research, test and install software updates and patches to supported applications and various (Microsoft) operating systems
- Research new technologies and present recommendations on major hardware and software purchases for the enterprise
- Maintain software and hardware inventory and documents to track changes updates
- Recognize and identify potential areas where existing policies and procedures require change, or where new ones need to be developed, especially regarding future business expansion
- Fulfill departmental requirements in terms of providing work coverage and administrative notification during periods of personnel illness, vacation or education
- Strong knowledge of scripting technologies.

## QUALIFICATIONS AND EDUCATION:

- BS Degree in Computer Science, Computer Technology or related field. Related experience may be substituted for the education on a year-for-year basis
- Broad technical capabilities to distinguish between hardware/ software-related problems
- Thorough knowledge of and experience with Windows (2000/2003), Microsoft Active Directory, virus protection tools, TCP/IP / DHCP / WINS / DNS
- Thorough understanding of Active Directory and Group Policy
- Strong knowledge of scripting technologies. (preferably VBScript and/or Powershell)
- Minimum five (5) years of Systems Administration experience using current Microsoft server/workstation operating systems.
- Minimum of seven (7) years of experience in troubleshooting hardware/software for servers
- Microsoft Systems Certified Engineer (MSCE) Windows 2003 certification preferred
- Demonstrated ability in the use of Windows
- Thorough understanding of Microsoft SMS, WSUS
- Familiarity with monitoring tools (Kaseya a plus)
- Must be available for 24-hour on-call to respond to computer system emergencies
- Professional and effective communication skills
- Ability to work independently