Job Title	IT Administrator	Date	11/21/24
Department	Administrative	Manages Employees	☐ Yes ☒ No
Reports To		FLSA Status *(to be completed by HR)*	☐ Exempt ☒ Non-Exempt
Revision	A		

Summary (Main Purpose)

We are seeking a skilled and motivated IT Administrator to join our dynamic team. The ideal candidate will be responsible for maintaining and optimizing our IT infrastructure, ensuring seamless operations, and providing support to our users. You will play a critical role in implementing technology solutions that align with our business objectives while ensuring a secure and efficient IT environment.

Job Duties and Responsibilities *(Essential Functions)*

- **Network Management:** Monitor and maintain the company's network infrastructure, including routers, switches, firewalls, and VPNs to ensure optimal performance and security.
- **System Administration:** Administer and support operating systems (Windows, Linux, etc.), servers, and cloud resources, ensuring system reliability, availability, and security.
- **User Support:** Provide technical support to staff and end-users, troubleshooting hardware and software issues, setting up workstations, and responding to help desk tickets.
- **Software Management:** Install, configure, and update software applications. Manage licenses and ensure compliance with relevant legal and company standards.
- **Data Backup and Recovery:** Implement and manage backup solutions and disaster recovery plans to safeguard company data.
- **Security:** Monitor and enhance IT security measures, including firewalls, antivirus, and intrusion detection systems. Conduct regular security audits and assessments.
- **Documentation:** Maintain accurate documentation of IT processes, procedures, inventory, and updates for knowledge-sharing and compliance.
- **Collaboration:** Work closely with other departments to identify needs and recommend IT solutions that enhance operational efficiency.
- **Research and Implementation:** Stay updated on emerging technologies and industry trends. Propose and implement improvements to the IT infrastructure based on these trends.

Required Skills and Experience (*Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).*

- Bachelor's degree in Computer Science, Information Technology, or a related field (or equivalent work experience).
- Proven experience as an IT Administrator or similar role, with deep understanding of computer systems, networks, and software applications.
- Proficiency in managing Windows and Linux servicers.
- Hands-on experience with virtualization technologies (i.e., VMare, Hyper-V).
- Familiar with cloud services (i.e., AWS, Azure, Google cloud).
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.

Additional Skills and Experience *(Preferred or helpful)*

- Relevant certifications (i.e., CompTIA A+, Network+, Microsoft Certified: Azure Administrator Associate) are a plus.
- Knowledge of database management systems (e.g., SQL, MySQL).
- Experience with project management and IT service management tools (e.g., ServiceNow, Jira).
- Has the ability to provide physical support to local manufacturing facilities, and remote support to remote employees.

This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities, and activities may change at any time with or without notice.

Demands and Conditions Analysis: Administrative Assistant

Working Conditions

The **essential functions** of this job involve the following working conditions.

(Place an **"x"** in the appropriate box.)

C = Continuously	75%-100% of time
F = Frequently	50%-74% of time
O = Occasionally	10%-49% of time
R = Rarely	1%-9% of time
N = Never	0% of time

	C	F	O	R	N		C	F	O	R	N
Environmental						**Physical Factors**					
Works alone			X			Sitting			X		
Works with others			X			Standing	X				
Customer contact					X	Walking		X			
Shift Work	X					Bending/stooping		X			
Extended Day			X			Squatting/Kneeling		X			
Keeping work pace/deadlines	X					Crouching/Crawling			X		
Performing repetitive tasks	X					Twisting at waist		X			
Noise (decibels) 91					X	Reaching above shoulders			X		
Vibration			X			Reaching below knees				X	
Abrupt temperature changes					X	Lift/carry up to 40 lbs.		X			
Heat (above 85 F)			X			Push/pull to 100 (force)			X		
Cold (below 65 F)					X	Climbing ladders			X		
Wetness					X	Climbing stairs					X
Dampness					X	Sweeping/mopping				X	
Dryness					X	Operating foot controls					X
Odors & dusts				X		**Manual Tasks**					
Work with solvents					X	Grasping with one hand	X				
Work acids, bases					X	Grasping with both hands	X				
Work with oils					X	Manipulating with one hand	X				
Work with toxins					X	Manipulating with two hands		X			
Poor ventilation					X	Handwritten communication				X	
Fumes					X	Using keyboard				X	
Mechanical hazards			X			Using hand tools	X				
Electrical hazards					X	Twisting/wringing			X		
Sensory Tasks						Scrubbing/washing/ polishing				X	
Seeing close (reading)	X					Scraping				X	
Seeing far (observation)			X			**Equipment Operation**					
Peripheral vision			X			Driving car / light truck					X
Seeing colors			X			Driving heavy truck / van					X
Verbal communication	X					Operating forklifts, stackers					X
Hearing speech		X				Operating hoist equipment			X		
Hearing mechanical sounds			X			Operating shop machinery			X		
Sensing odors					X	Operating power tools	X				
Sensing by touch					X	Operating torch					X