

## NYSERNet Position Description

**Position Title:** Systems Administrator  
**Title of Immediate Supervisor:** Supervisor, Internal Systems and Infrastructure  
**Program/Department/Unit:** Internal Systems and Infrastructure

### Main Function:

Provide configuration, implementation, support, and maintenance of various technologies managed by the Internal Systems and Infrastructure department. This position will focus on the administration of NYSERNet's internal systems and network infrastructure to include desktop PC's, servers, network equipment, and software applications. The Systems Administrator will assess and identify appropriate solutions to be integrated into NYSERNet systems operation and make recommendations for implementation.

### Duties and Responsibilities:

#### Systems Administrator

- Assists in the planning, design, documentation, support, and implementation of various systems to include desktop PC's, servers, and software applications.
- Develops, maintains, and monitors procedures for all server and workstation backups.
- Monitors, plans, and coordinates the distribution of client/server software, updates, and service packs.
- Recommends new equipment and services, and works with various vendors for procurement.
- Provide daily technical support for all NYSERNet employees.
- Perform local and remote technical support for NYSERNet's locations.
- Maintains excellent communication with the Supervisor, Internal Systems and Infrastructure on all tasks and projects.
- Creates and maintains good technical documentation.

#### Network Administration

- Assists in the planning, documentation, support, and implementation of network and security equipment within the NYSERNet LAN/WAN environment.
- Assists in the support of network management systems.

#### Web Development

- Support internal and external web systems and server infrastructure.
- Develop applications to provide information to employees and members of NYSERNet.
- Assists in the design of web sites and other web related projects as needed.

#### Miscellaneous

- Other duties as assigned.

### Knowledge/Experience Requirements:

- Bachelor's degree or equivalent with appropriate course work in related fields.
- Minimum 2-4 years of experience with system administration and network support.
- Experience with Windows and Linux servers, Windows and Mac desktop workstations are required.
- Understanding of web technologies and scripting languages (Apache, Perl, and PHP) is strongly preferred.
- Understanding of database systems (MySQL) is preferred.
- Understanding of networking protocols (TCP/IP, SNMP, and IPv4), Cisco switches and routers, and security devices and technologies (Cisco ASA/PIX, IPSec and SSL VPN) is preferred.
- Knowledge of network management systems (Intermapper) administration is a plus.
- Knowledge of storage technology (SAN, VTL) is also a plus.
- Excellent written/verbal communications and troubleshooting skills are essential.

### Working Conditions:

Microsoft office environment: Word, Excel, Access and Project. Candidate must be available to work evenings, weekends, and other non-traditional hours. This position will require travel to locations within New York State.

NYSERNet is an Equal Opportunity Employer.