

Systems Administrator

FLSA Status: Exempt

Department: IT

Reports to: Director of Network Services and Technical Infrastructure

POSITION SUMMARY

Responsible for day to day and proactive upkeep of all network servers (File/Print/DC/DNS/DHCP/App/Web), VMWare Infrastructure, AD Administration, VDI/Citrix Administration and Network Storage.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific duties of this position include, but are not limited to:

- Proactively manages all network file, print, DNS, DHCP, DC, DFS and application servers. Maintain up-to-date levels of critical patches and firmware, monitor event logs for errors and manage disk utilization.
- Manages SAN, NAS and DAS disk subsystems including replication and connectivity to SAN via HBA and iSCSI.
- Responsible for the configuration and monitoring of replication systems to include DFS, Robocopy, Zerto and Cohesity. Periodically tests systems for recoverability.
- Assist with management of Firm's virtual server and desktop environment.
- Monitors backups and has knowledge of restoring from Cohesity backup system.
- Maintains periodic reporting of key metrics regarding server utilization as dictated by management.
- Manages the Firm's network operating systems and infrastructure including Active Directory, DFS, DNS and DHCP services.
- Monitors server event logs to proactively address issues before they become service interrupting.
- Manages permissions and access to network file shares and network printing.
- Assists in maintaining documentation for all systems in the Network Group.
- Monitors the environmental for the Firm's computer rooms and data centers to include UPS, Video, Temperature, HVAC and Humidity.
- Manages all aspects of the Firm's Virtual Desktop remote access strategy such as Citrix VDI, XenApp and Netscalers,
- Manages and tests the Firm's disaster recovery processes and procedures for critical systems.
- Maintains and increases professional and technical knowledge through participation in professional development activities.
- Will occasionally work with vendors, partners and consultants to identify technology advancements and help determine the viability of those advancements to the Firm.
- Familiarity with all systems managed by the Network group such as VMWare, Active Directory, Printing, DNS/DHCP, Exchange, Replication Software, SAN, Citrix, and Backup Systems



KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Bachelors degree preferred with certifications in MCITP, CCA, VCP, CompTia Network + and/or equivalent experience.
- Must carry a Firm provided mobile communications device and be available after normal working hours.
- Must have 5 years' experience in Information Technology related position.
- Participate in an on-call rotation and be available 24X7 during designated rotation.
- Must have proficient keyboard skills.
- Some travel to other Firm locations and/or remote training facilities will be necessary.
- Interpersonal skills necessary to communicate in person, by email and telephone to provide information to clients, attorneys and staff with courtesy and tact.
- Other duties assigned by the employer.
- Physical requirements are:
 - Sighted
 - Must be able to lift weights such as PC equipment, Printers and other hardware up to 50 pounds

