

**JOB TITLE: IT Systems Administrator**

<b>DEPT:</b> Information Services	<b>FLSA STATUS:</b> Non_Exempt
<b>LOCATION:</b> 1635 Ives Ave, Oxnard	<b>EFFECTIVE DATE:</b> 08/09/2023
<b>REPORTS TO:</b> IS Manager	<b>APPROVED BY:</b> Lorenz Cartellieri

**GENERAL PURPOSE OF POSITION**

At Experior Laboratories, we rely on our IT systems for every function of our business. We’re seeking an experienced systems administrator that is eager to use and grow his or her technological skills. In this role, the successful individual will protect our critical information, systems, and assets, build solutions, implement new software and hardware, provide training and documentation, and assist in the development of an overall IT strategy. From early on, you’ll help empower our business, be given challenging assignments, lead initiatives, and take ownership and responsibility. Our ideal candidate will be passionate about applying their skills to deliver technology-based business solutions that provide real-world commercial advantage.

General Objectives:

- Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware
- Own projects, solutions, and key responsibilities within a larger business initiative
- Handle business-critical IT tasks and systems that provide commercial advantage
- Enable faster and smarter business processes and implement analytics for meaningful insights
- Nurture dependable IT infrastructure and networking that’s always up and running
- Partner with staff, vendors, and customers to communicate project status, activities, and achievements

**Pay Range: \$25/hr to \$45/hr- Depending on Experience**

**RESPONSIBILITIES/DUTIES:**

- Assess the stability, security, and scalability of installed systems
- Perform server administration tasks, including user/group administration, security permissions, group policies, print services, research event log warnings and errors, and resource monitoring, ensuring system architecture components work together seamlessly
- Monitor system health and respond to hardware issues as they arise; help build, test, and maintain new servers as needed
- Maintain internal infrastructure including, laptop and desktop computers, servers, routers, switches, firewalls, printers, phones, security updates, support internet, intranet, LANs, WANs, and VPNs
- Lead desktop support efforts, making sure problems are resolved in a timely manner with limited disruptions
- Perform routine/scheduled audits of the systems, including all backups
- Perform configuration and administration of cloud based services
- Help implement and perform data protection and disaster recovery procedures

- Help implement and maintain compliance to regulatory requirements like NIST 800-171
- Work within and contribute to policies and procedures in a quality control system

**MINIMUM QUALIFICATIONS:**

Knowledge:

- Associate’s degree in technology, or relevant experience
- Proven work experience in IT, 2 years minimum
- Experience with or knowledge of programming languages and operating systems; current equipment and technologies, enterprise backup and recovery procedures, system and user management tools, virtualization, networking (TCP/IP, VPN)
- Experience in scripting and automation

Skills/Abilities:

- **US Citizenship or US Permanent Resident status required (due to access to US export-controlled information)**
- **Requires a valid CA driver’s license**

**PHYSICAL DEMANDS:**

- Physical requirements: Lifting: 50lbs
- Standing / Sitting:75%/25%
- May be required to use PPE in some lab environments
- Requires a valid CA driver’s license

**WORK ENVIRONMENT:**

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job:

- The test laboratory, where some of the work is performed, is in most cases a climate-controlled environment.
- Climate controlled office areas (primary work environment).
- In some cases a non-airconditioned warehouse style environment.

<b>Acknowledgment:</b>	
I have received a copy of the Job Description and have read and understand its contents.	
Employee Name: _____	Date: _____
Employee Signature: _____	Date: _____
Supervisor’s Signature: _____	Date: _____