

Olelo Community Media

Job Title: Systems Administrator

Employment Type: Full-Time

FLSA Status: Exempt

Department: Technological Services

Reports To: IT/Master Control Manager

Job Summary

The systems Administrator is responsible for leading the efforts to advance Olelo technological infrastructure and leverage applications to increase Olelo's communication and transport/distribution capabilities.

Essential Duties

- Communicate and coordinate with internal departments on concerns or problems that they may be having with IT related issues.
- Lead installation, implementation, and maintenance of advanced systems that include telephone, fax, printers, broadcast systems, networking, PC, and servers.
- Monitor use of systems by staff to ensure compliance with company and legal requirements.
- Maintains current documentation of information and broadcast systems and upgrade as needed
- Works with vendors and contractors as main point of contact for planning and managing projects and maintenance support service contracts, software licenses, and renewals.
- Identify, analyze, propose, and project current/future IT needs and costs of the company.
- Perform daily back up operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes, or disks are created, and media is recycled and sent off site as necessary
- Provide on call-emergency services after business hours, holiday, and weekends as required.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

Education/Training/Requirements:

1. B.S. Degree in Information Services, or equivalent work experience.
2. Experience working for non-profit organizations desirable
3. Microsoft Windows Product Specialist preferred
4. CompTIA Network+/Security+ preferred

Prior Experience:

1. Minimum four years of progressively responsible experience in information management systems, including extensive experience in operations and management of local area networks.

2. Extensive demonstrated experience in wiring and interfacing all local area networks, including labeling, racing, and troubleshooting wiring

Behavioral Characteristics

- Experience working for non-profit organizations desirable.
- Ability to manage confidential and sensitive information related to agency business.
- Ability and experience in working with vendors and contractors.
- Ability to problem-solve quickly, with creativity and flexibility.
- Ability to stay current with multiple written reports and documentation requirements.

Language Skills

- Experience researching, analyzing and justifying for purchase, software and hardware.
- Ability to communicate effectively to others with varying levels of understanding of technical issues.
- Communicate clearly, effectively and professionally, both verbally and in writing.

Reasoning Ability

- Understanding of ethical and regulatory requirements.
- Ability to be thorough, organized, and attentive to detail
- Effective organizational, time, and project management skills.

Computer Skills

- Microsoft Windows Product Specialist preferred
- CompTIA Network+/Security+preferred
- Minimum four years of progressively responsible experience in information management systems, including extensive experience in operations and management of local area networks.
- Extensive demonstrated experience in wiring and interfacing all local area networks, including labeling, tracing and troubleshooting wiring.
- Ability to demonstrate technological literacy and competence by using existing or new technology and different types of software and hardware, and performance support systems.
- General experience in troubleshooting problems in programs, network, and software and hardware.
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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently required to walk; sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear.
- occasionally exposed to stand; climb or balance; stoop, crouch, or crawl.

The employee must:

- frequently lift and/or move up to 25 pounds.
- occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to work near moving mechanical parts; work in high, precarious places; climb or balance.

The noise level in the work environment is moderate noise.