Personnel Department Memorandum
JOB POSTING

POSITION: **Systems/Network Mgr & Administrator**   Department: **IT**
SUPERVISOR: **CFO**   HOURS/SHIFT: **Full Time/Office**
PAY RATE: **Commensurate w/experience**   Date: **Jan. 19, 2015**

JOB SUMMARY:

Under the CFO, the Systems / Network Manager and Administrator operates in a Microsoft Windows 2003/2008/2012 servers environment running Microsoft software. Overall responsibility for Windows servers & desktops; Microsoft Hyper-V & MS server farm; system upgrades, patches, security, and encryption. Cost-benefit analysis, strategic planning, budgeting, infrastructure planning & project management experience required. Must be able to analyze and sustain capacity and performance requirements of WAN, and provide 24/7 support for critical situations in a multi-facility environment.

ESSENTIAL FUNCTIONS:

- Administer and maintain Windows Servers and Desktops.
- Manage Microsoft Hyper-V server farm and all Microsoft servers on the Farm.
- Analyze and sustain capacity and performance requirements of WAN.
- Monitor systems and platforms for availability and performance.
- Analyze, consolidate and tune systems for optimal efficiency.
- Install and test upgrades and patches.
- Implement security and encryption.
- Manage Windows application environments (Development/Pilot/Production).
- Manage promotion of approved development into production environment.
- Responsible for infrastructure planning and project management. Define and manage infrastructure projects including objectives, assumptions, constraints, milestones & budget.

ADDITIONAL RESPONSIBILITIES:

- Oversee backup, clustering, mirroring, replication and failover.
- Restore and recover network file systems.
- Provide 24/7 support for critical situations.
- Document all Windows Server / Network Environments.
- Oversee management of a Multi-site network.
- Manage vendor performance and relationships.
- Develop business case justifications and cost/benefit analyses for technology spending and initiatives.
- Assist in the development of the Company's IT strategic plan and annual budget.
- Perform other duties as directed by supervisor.

QUALIFICATIONS:

- MCSE certified (Equivalent work experience accepted).
- Bachelor's Degree in computer science, business, engineering, math, or closely related field, or significant equivalent experience.
- Ability to prioritize and take ownership of multiple tasks according to the needs of management.
- At least four years overall system administration experience in a Microsoft Windows 2003/2008/2012 environment.
- Good applied knowledge of server technology, backup, recovery, tuning, space management and capacity planning.
- Excellent organizational skills.
- Strong work ethic and commitment in keeping with a fast-paced work environment.
- Significant experience with the administrative functions of MS Exchange 2010 and 2013.
- Strong background with Window and infrastructure data security.
- Team Oriented – able to work well with others
- Excellent communication skills
- Must be able to work with all levels of employees

Submit resume via: e-mail to colleen.chamberlain@joycone.com, Subject: Sys Admin; fax to 724-962-3452; or USPS to Joy Cone Co., ATTN: Sys Admin, 3435 Lamor Road, Hermitage, PA 16148.