

Sisseton Wahpeton Oyate

Job Description

Job Title: Sr. Systems Administrator

Reports to: I.T. Director

Summary:

The Senior Systems Administrator role is to ensure the secure operation and stability, integrity, and efficient operation of the information systems that support Sisseton Wahpeton Oyate organizational functions. This is achieved by monitoring, maintaining, supporting, and optimizing all networked software and associated operating systems. This position will use effective communication, analytical, and problem-solving skills to help identify, communicate, and resolve issues in order to maximize the benefit of IT systems investments. The Sr. Systems Administrator works fluidly across the infrastructure elements of security, storage, and virtualization to deliver new availability, capacity, services, and safeguards. This is a senior level position, and involves substantial responsibility for the overall health, operations, and security of all computers and servers on SWO systems. The Sr. Systems Administrator works closely with the I.T. Team Staff to give those positions assistance in fulfilling their respective responsibilities to keep all computer operations functioning, providing project leadership and management in order to provide a high level of service to SWO departments and programs. It is the expectation that this position will be able to plan for and solve the most complex server, virtualization, or storage issues that may face the SWO.

SUPERVISION EXERCISED: This position may supervise and provide day-to-day direction to the I.T. Department staff.

DUTIES AND RESPONSIBILITIES:

- Maintains overall responsibility for the availability and integrity of physical/virtual infrastructure.
- Manages and maintains daily tasks for physical/virtual server and storage systems, including monitoring system performance, configuration, maintenance, and repair.
- Ensures that records of system downtime and equipment inventory are properly maintained.
- Applies revisions to host system firmware and software.
- Works with vendors to assist support activities.
- Maintain, and oversee enforcement of policies, procedures, and associated plans for system security administration and user system access base on industry-standard best practices.
- Maintain the disaster recovery plan for operating systems, databases, networks, servers and software applications.
- Assess need for any security reconfigurations (minor or significant) and execute them if required.
- Guides or provides work direction to technical staff, contract staff and/or employees, as needed.
- Performs troubleshooting as required. Leads problem-solving efforts often involving outside vendors and other support personnel and/or departments/divisions.
- Deploy, manage, and maintain all security systems and their corresponding or associated software, including firewalls, IDS, and anti-virus software.
- Ensures high availability and acceptable levels of performance of critical computer resources.

- Develops procedures, programs, and documentation for backup and restoration of host operating systems and host-based applications.
- Monitor server, firewall, IDS logs, and network traffic for unusual or suspicious activity. Interpret activity and make recommendations for resolution.
- Maintains up-to-date knowledge Stays current with technological developments in systems administration technology and recommends ways to take advantage of new technology.
- Administration of Red Hat Ent. Linux 5 Server and SUSE Linux Ent. 11 Server.
- Administration of Windows 2019 Active Directory including group policies.
- Administration and support of Google Workplace, provision users, groups, google drive and calendar resources.
- Administration and support of all tribal telecommunication, telepresence, and video equipment.
- Must be able to travel to different locations.
- Performs other work as assigned.
- On call as needed.

KNOWLEDGE OF:

- System administration, hardware, and software management for a Microsoft Office environment.
- VMWare, vSphere, ESXi, resource pools, VMFS, and virtual switching.
- Storage architecture including iSCSI, LUNs, NFS, and RAID.
- Microsoft Active Directory, Windows Server, and server hardware.
- Domain Name registry/purchase and SSL certificate purchase/maintenance.
- Server systems architecture, performance, and tuning.
- Broad hands-on knowledge of firewalls, IDS, anti-virus software, data encryption, and other industry-standard techniques and practices.
- Backup and recovery procedures.
- System performance monitoring tools.
- Effective project management techniques.
- Customer service practices that are required to meet and exceed end-user expectations.

SKILL IN:

- Understanding storage architecture including iSCSI, LUNs, NFS, and RAID.
- Using VMWare, vSphere, ESXi, resource pools, VMFS, and virtual switching.
- Using Microsoft Active directory, Windows Server, and server hardware.
- Planning, organizing, and documenting complex system design activities.
- Configuring systems to be consistent with county policies/procedures.
- Communicating technical and complex information both verbally and in writing.
- Performing multiple tasks concurrently and responding to emergency situations effectively.

- Problem-solving with relation to complex computer systems and network operations.
- Providing quality assurance, including testing and validation of system upgrades and installations.
- Organizing objectives, and prioritizing work.

ABILITY TO:

- Quickly analyze operational issues with complex system operations and equipment.
- Establish effective working relationships and communicate effectively with others.
- Lift 50 lbs. or more, and bend in order to move computer equipment without assistance
- Self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
- To follow written and or verbal procedures as necessary
- Be detailed oriented and organized
- Act in a professional manner, no matter how stressful the situation
- Maintain confidentiality of all information – electronic, hardcopy or otherwise.

QUALIFICATION REQUIREMENTS:

- 15 + Years of direct, hands-on experience in areas such as:
Systems administration, Server hardware and software support, Remote site connectivity, Cybersecurity, Virus Protection, Operating System Maintenance (Servers)
- MUST have direct, hands-on experience in configuring, monitoring, and maintaining Windows servers in both a physical and VM Environment, Cisco Meraki routers and switches, Active Directory, EMC Data Domain backup, and have network administration experience with DNS, DHCP.
- Maintain confidentiality of all information – electronic, hardcopy or otherwise
- Valid driver's license and vehicle insurance
- Must have own transportation

EDUCATION:

- High School Diploma
- AS degree in Computer Science or 15+ years solid work experience in the I.T. field.

Approved  Date 3/31/25