SYSTEMS ADMINISTRATOR

SUMMARY:

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Systems Administrator.** Our church has over 10,000 members and continues to grow "Building Disciples to Win the World for Christ." ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, resourceful and are dedicated to working to fulfill our mission.

The full-time Systems Administrator will work under the direction of the Network Manager. The Alfred Street Baptist Church (ASBC) seeks a creative, self-motivated individual to join our team as a Systems Administrator. The Systems Administrator will be responsible for the upkeep, configuration, and reliable operations of user computer systems and servers. The Systems Administrator will be required to install or upgrade computer components and software; provide routine support; troubleshoot user issues; train or support staff; or offer technical support for projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Systems Administrator will serve as the Technical Expert in the area of system administration for multiple operating systems and environments.
- Plan and make recommendations for necessary hardware and software upgrades to support system growth.
- Monitor the performance of servers, software, hardware, and network both onsite and in the Azure cloud.
- Protect corporate data by maintaining consistent backups and disaster recovery plans
- Maintain networks and systems at remote site locations.
- Monitor security of the network and systems and mitigate risks.
- Microsoft 365 and Active Directory administration.
- Diagnose and troubleshoot technical issues.
- Install and manage servers, devices, and firewalls.
- Train new System Users and setup their accounts.
- Ensure smooth deployment of new applications and hardware.
- Create/update technical documentation.
- Provides support for escalated help desk requests.
- Perform health monitoring and maintenance for servers, virtual machines, and server-based applications (SQL, IIS, FTP, etc.).
- Helps develop, document, communicate and enforce ASBC IT and network technology policies.
- Other duties as assigned

CORE COMPETENCIES REQUIRED:

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Attention to Detail: Consistently attends to the many small pieces, which must be assembled into an organization as a whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and responding with constancy of purpose; is seen by others as trustworthy and authentic.

EDUCATION, CERTIFICATIONS AND LICENSES:

The Network Administrator requires the following:

- Bachelor's Degree in Computer Science or Information Technology and 3-5 years of related experience. Additional related IT experience may substitute for a degree.
- Minimum of 3 years' experience working as a System Administrator
- Minimum of 4 years' experience working with virtualization technologies
- Minimum of 3 years' experience working with Microsoft System Administration including lodging scripting ,Group Policy objects (GPO's) and Windows servers roles including DHCP, DNS and Active Directory.
- Minimum of 2 years' experience with SAN storage.
- Knowledge of Linux system administration a plus.
- Knowledge of at least one scripting language
- Knowledge of Microsoft Server 2012/2016/2019, System Administration and Troubleshooting.

- Three years of experience which demonstrates competency in coordinating various project elements to result in a finished project.
- Experience should also demonstrate competency in writing, editing and/or design, as well as theability to easily learn new software applications.

APPLICATION PROCESS

Qualified candidates should submit a cover letter, resume, and list of three references using our onlineapplication system.

As a condition of employment, all employees hired after October 1, 2021 are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination.