

SOUTHERN ARIZONA AIDS FOUNDATION

SYSTEMS ADMINISTRATOR JOB DESCRIPTION

Scope of Work: The Systems Administrator is responsible for the day to day operations of the organization's Information Technology systems, in a Windows environment supporting approximately 70 staff. The Systems Administrator recommends, designs, plans, implements, administers and maintains IT systems including servers, firewall, databases, network, web, software, security tech support and general operations and their associated hardware including servers, desktop computers, network appliances, power systems, printers and other specific equipment. The Systems Administrator also maintains key infrastructure security, disaster recovery programs and associated computer operations/help desk support functions. The Systems Administrator is a full-time non-exempt position, which may at times require a flexible schedule, including evenings and weekends.

Functional Responsibilities:

Engineering & Maintenance

- Server administration, including, but not limited to, installation, security, patches, upgrades, capacity planning, and connectivity;
- Designs, manages, and maintains network infrastructure and server operating systems;
- Maintains network security devices such as firewalls, as well as consulting on general security measures;
- Maintains web server services that allow for internal or external access to web sites;
- Maintains disaster recovery plan, including, but not limited to power protection and off-site storage;
- Evaluates, recommends, configures, tests, and installs servers, personal computers, peripherals and related devices;
- Evaluates, recommends, configures, tests, and installs office productivity software;
- Provides technical and analytical assistance to departments as requested;
- Evaluates, recommends, and integrates new technologies;
- Performs other duties as assigned.

Operational Management

- Troubleshoots and diagnoses network, server, and desktop computer-related problems;
- Manages computer operations, including but not limited to, job scheduling, backup and recovery, and printer maintenance;
- Applies operating system updates, patches, and configuration changes; performs routine maintenance and upkeep;
- Adds, removes, and updates user account information, resetting passwords, etc.;
- Maintains the hardware and software inventory and orders supplies;
- Assist users with efficient and proper usage of software/hardware;
- Attends department and agency staff meetings as needed;

- Performs other duties as assigned;
- Reports to the Operations Manager.

Minimum Qualifications:

- Associate's degree in Computer Science or related field OR three years of experience working with computer systems and applications in an office environment.
- Experience maintaining multiple servers and Windows operating system environment.
- Experience administering Active Directory servers, Exchange servers and SQL databases.
- Effective communication skills.
- Strong organizational skills.
- Capable of problem solving and working independently.
- Ability to set priorities and meet deadlines.
- Understanding concept of confidentiality.
- Sensitivity to cultural and personal differences in age, ethnicity, lifestyle and all facets of diversity.

Preferred Qualifications:

- Experience working in a non-profit organization.
- Experience working with volunteers.

Compensation: Minimum starting wage \$22.00/hour/DOE; benefits include health, dental, and life insurance; long- and short- term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.