

Systems Administrator

Maspeth Federal Savings – Maspeth, NY

Job Description

The Systems Administrator is responsible for maintaining operations of the Information Technology Department in support of all bank-wide needs placed upon the department. The Systems Administrator will allocate computer equipment, software, personnel and any other available IT resources as needed towards problem resolution, system enhancements and new systems development. The Systems Administrator is directly responsible to the Director of Information Technology, however, is expected to exercise independent and effective technical and administrative abilities in carrying out daily operational responsibilities.

Reports to

- Director of Information Technology

Primary Responsibilities

- Possesses the role of Domain Administrator
- Shares responsibility for monitoring the Help Desk with the department
- Conducts/oversees the backup of critical data
- Responsible for all aspects of hardware, software, data, and voice communication issues and is responsible for the effective and timely implementation of problem resolution.
- Responsible for installing and administering all systems that provide endpoint protection
- Record and manage all user department problems reported. Assign adequate resources to address issues and ensure a prompt and effective resolution. Follow-up on resolved issues and, if possible, implement procedures to preclude the re-occurrence of reported problems.
- Arrange for the installation of new/replacement PC's, components, peripherals or any related hardware products needed by user departments as required. Respond to user department needs with regard to equipment failure and ensure an effective and timely resolution.
- Ensure the distribution of new software and software upgrades on a timely basis. Validate software vendor licensing requirements and resolve shortfalls.
- Monitor and restrict unauthorized software usage and instruct user department personnel of bank policy regarding software usage.
- Along with the Director of Information Technology, shares overall responsibility as network administrator and oversees all systems and network security issues and management.

Desired Skills and Experience

- Associates Degree, or three or more years of broad technical experience, three industry certifications, and project management experience
- Strong knowledge with the following products is essential: Microsoft Windows Desktop & Server and networking concepts