



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	IT System Administrator
PROGRAM:	Administrative Offices
OPENING DATE:	March 7, 2018
CLOSING DATE:	When Filled
HOURS/WEEK:	40
STATUS:	Full time/Non-Exempt

SCHEDULE: Full-time, usually during normal business hours. Must be willing to carry a company-provided smart phone or pager and be responsive to urgent emails and calls outside of regular business hours. Schedule must be flexible to accommodate various organizational needs.

WAGE/BENEFITS: \$3813 per month, salaried non-exempt. Janus offers an excellent benefits program including medical, dental, life & long-term disability insurance; EAP; 401(k) and paid time off (varied eligibility waiting periods apply). Voluntary optional coverages are also available.

TO APPLY: Submit a resume and cover letter through [Paycom](#):

<https://www.paycomonline.net/v4/ats/index.php?/job/apply&clientkey=B2769BCD28C361F478D256B9462A3454&job=37288&jpt=>

Due to the volume of applications received, we regret that we can contact only those applicants who are invited to interview. If it happens that you are not contacted to arrange an interview, please know that we are grateful for your interest in employment opportunities at Janus Youth Programs.

Janus Youth Programs, Inc. is an Equal Opportunity Employer. Find out more about Janus at our website, www.janusyouth.org!

SUMMARY: The Network Administrator is responsible for the management and operation of all Janus information technology and provide desktop support to various company locations. This includes but is not limited to, administration and management of Janus Youth Programs databases and related applications, managing site connectivity, managing software licenses, managing network infrastructure, disaster preparedness plan/implementation, and Janus Youth Programs IT policies.

QUALIFICATIONS: Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying.

REQUIRED:

- Associates Degree in Information Technology or Computer Science.
- At least three years of information technology experience.
- At least two years of experience providing direct user support.
- Broad expertise in management of information technologies, including hardware, software, networks, and telephonic communications.
- Knowledge of TCP/IP protocols & network configurations including firewalls, switches, LAN/WAN, and WAP's.
- 2 years of experience supporting Microsoft desktop and networking technologies including MS Office & Exchange, Windows 7 & 8 & 10, and server and cloud hosted databases.
- Broad knowledge of database theory and data modeling.

- 2 years of experience supporting Microsoft SQL Server or MS SBS 2008/2012
- Knowledge of smartphone technology and troubleshooting capabilities.
- Demonstrated project management experience.
- Excellent customer service skills.
- Strong analytical ability and troubleshooting experience.
- Ability to clearly communicate technical concepts to non-technical users.
- Ability to crawl under desks and tables to install network connections.
- Ability to lift 35 pounds.
- Ability to sit for prolonged periods.
- Ability to view monitors for extended periods.

PREFERRED:

- Bachelor's Degree in Information Technology or Computer Science.
- Experience in setting up FTP's.
- Experience with Microsoft Project and Visio and Windows 10.
- Experience in Cat5 and Cat 6 and coaxial cabling.

OTHER REQUIREMENTS:

- Driving is required; a personal vehicle for travel and/or transport clients required. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). Employees are not to drive for work purposes until they have received written authorization to do so.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.
- Provides emergency first-aid, as needed, and must have and maintain standard first-aid/CPR certification.
- Must pass criminal history background check.

WORKING CONDITIONS:

- May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB, Hepatitis, flu, meningitis, and HIV.
- May involve exposure to upset, angry, severely traumatized or emotionally disturbed children, adolescents, adults, and families.
- May involve time in excess of routine schedule and/or overtime, including evening/**overnight** and/or weekend hours **and/or** holidays.
- May require working and providing services at locations other than program site (i.e., restaurant, café, clients' apartments, etc.) and may, therefore, be exposed to environments not under agency control (i.e., second-hand smoke, varying hygiene practices, etc.).
- Requires extensive exercise of independent judgment within program guidelines.

This position description is intended to give the reader a general idea of the overall purpose and the main activities and responsibilities that are intrinsic to this position. While this description is intended to be representative, it is not intended to be limiting.

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WWW.JANUSYOUTH.ORG