



Job Description

Job Title: Windows Server Administrator
Department: Information Services
Location: Insteel Wire Products, Mount Airy, NC
Reports To: Manager of Database and Server Administration
FLSA Status: Exempt

SUMMARY

Administers the Windows server network by installing, maintaining, and monitoring the operation of the organization's Windows servers in a multi-site environment. Evaluates various vendor software, hardware, and other related equipment/services and recommends purchases consistent with organization's short- and long-term objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Carries out responsibilities in accordance with the organization's policies and applicable laws.

Other duties may be assigned.

Installs, maintains, and monitors all Windows servers throughout the company's multi-site environment with emphasis towards consistency, performance tuning, security, recoverability and maximum system availability. Responsible for Active Directory functions, DNS and WINS operations, DHCP addressing and Group Policy administration. Perform all daily backup routines and recoveries for all Windows servers; additionally perform routine complete system backups to ensure recovery in the event of machine failure. Collect, review and store all server log files weekly and take appropriate action to address any issues discovered. Adheres with applicable corporate policies and procedures to ensure compliance with all local, state and federal agencies. Follows established change management procedures to ensure proper implementation of infrastructure changes and enhancements (30%)

Analyzes, configures, installs and administers the other server-based software products such as Exchange, Systems Management Server, Internet Information Services, Windows Software Update Services, EMC Replistor, EMC Networker, and Symantec Client Security software. (30%)

Analyzes problems and recommends solutions to assist users with server related problems. Diagnoses telephone trouble calls received by the Help Desk, Emergency Line, and/or other Operations staff. Works to ensure accuracy and completeness of related knowledgebase documentation to enable first tier problem resolution where possible. (20%)

Researches the field through trade magazines, training, internet, seminars, etc. to assess and enhance current server practices. (10%)

Serves as backup to PC Administrator during absences and travel; also assists in the PC services area during major upgrades and new installations. (10%)

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE The education requirements and experience requirement listed here indicate the minimum basic educational knowledge and the time required by a normal qualified person to perform the job duties of the position.

Education:

Extensive professional, technical or administrative training (Bachelor's Degree); including a working knowledge of components in a computer. Microsoft Certified Systems Engineer (MCSE) certification required. Knowledge of Windows server software, TCP/IP networking and Microsoft scripting languages is desirable.

Experience:

A minimum of 1 year work-related experience is required, 3years experience desired. Experience with system administration duties and responsibilities are desirable.

An equivalent combination of education and work-related experience may be acceptable.

COMPLEXITY OF DUTIES

Diversified duties involving an intensive knowledge of a restricted field and a wide range of procedures. Requires judgment in the analysis of facts and circumstances surrounding individual problems and in the determination of action to be taken within the limits of standard or accepted practice.

CONFIDENTIAL DATA

Works with some confidential data which, if disclosed, might have adverse internal or minor external effect.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continuously (70-100%):

Talk or hear (normal or corrected)

Frequently (30-70%):

Stand

Walk and move around

Sit

Use hands to feel, touch, grasp or grip tools, objects or handles

Bend, stoop, kneel, crouch, or crawl

Lift, carry, push or pull up to 50 pounds

Occasionally (up to 30%):

Reach overhead with hands and arms

Climb or balance

Lift, carry, push or pull up to 150 pounds with mechanical assistance as needed.

Vision requirements of this job include:

Near acuity

Far acuity

Distinguish color

Peripheral vision

Depth perception
Frequent change of focus

The use of mechanical controls includes:

Buttons
Knobs
Levers

EQUIPMENT USED

Continuously (70-100%):

Computer

Frequently (30-70%):

Hand truck and/or rolling cart
Routine office equipment such as telephone, fax, copier, printer, etc.

Occasionally (up to 30%):

Hand tools
Calculator
Testing devices such as breakout box (signal testing)
Measuring devices such as network sniffer

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job.

Good working conditions

Occasionally (up to 30%):

Wet and/or humid conditions
Slippery floors, ramps, etc.
Dust
Dirt
Oil, grease, solvents
Moving/dangerous machinery
Work at heights (i.e. ladder/platform etc.)
Vapors, odors, fumes, gases
Chemicals (toxic/caustic)
Outside weather conditions
Cold (weather-related)
Heat (weather and non-weather related)
Electrical shock hazard
Explosive or incendiary danger
Vibration
Very loud noise
Outside travel (15-20%).

REQUIRED PROTECTIVE CLOTHING/DEVICES

Occasionally (up to 30%):

Earplugs/hearing protection
Safety goggles/glasses
Safety shoes