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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**System Administrator - Exempt Position**

**Reports to:** Information Technology Manager

**Job Summary:**

The System Administrator is responsible for the maintenance, set-up and operation of the organization’s technology, which includes (but is not limited to) computer systems, network servers and software.

**Job Functions:**

* Install and upgrade computer hardware and software
* Provide documentation and technical specifications for planning and implementing upgrades to the organization’s technology
* Assist in development of procedures for system backup and disaster recovery
* Ensure that effective protection of programs and data are in place, including firewall, spam filters, secured remote access, and mobile connectivity
* Assure system is appropriately backed-up each day to minimize any risk that valuable information is not lost in the event of a system failure
* Assure that all any problems with applications, workstations or equipment problems are resolved in a timely manner
* Assist the Information Technology Manager in the coordination of technology installations, maintenance and upgrades to the system and assure employees who will be affected are provided with adequate notice and training
* Stay current with technology advances and industry best practices

**Skills Needed:**

* At least three years of network administration or system administration experience
* Working knowledge of virtualization
* Strong knowledge of networking software and protocols
* Experience with scripting
* Experience in developing and implementing security, storage, data protection and disaster recovery best practices
* Strong communication skills, both verbal and written
* Multi-tasking and time management skills as well as being organized and detail oriented

**Education Required:**

* Associate degree in computer science, information technology, system administration or equivalent experience – Bachelor’s degree preferred

**Other:**

* Able to work overtime as needed for emergencies
* Has interaction with all employee levels

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.