

## JOB DESCRIPTION

4201 Corporate Drive West Des Moines, IA 50266-5906

Phone - 800.469.4000 Fax - 515.830.0123

TITLE: Systems Administrator II DEPARTMENT: Information Technology

REPORTS TO: Manager-Systems Administration LOCATION: Merchants Building

STATUS: Non-Exempt EEO CLASS: Technician

#### SUMMARY:

The Systems Administrator II will be responsible for administration of UNIX/Linux Internet servers. In addition provide support of existing products and services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administration of production UNIX/Linux Internet servers.
- Provide support of existing products and services.
- · Provide assistance to other departments within the company for products, service and server issues.

## **EDUCATION, TRAINING, AND EXPERIENCE:**

#### Required

- · Four year bachelor's degree in computer-related field; plus
- Minimum three years UNIX/Linux systems administration experience
- Combination of education and equivalent experience acceptable
- TCP/IP networking and Internet applications experience
- Understanding of Internet applications, including: DNS, DHCP, RADIUS, NTP, FTP, TFTP, email, anti-virus, software, spam filtering, LDAP, MySQL, and Apache web servers
- Ability to code administration tasks in appropriate scripting language (UNIX shell, Perl, PHP)

#### **Preferred**

- · Basic knowledge of the telecommunications industry and terminology
- Understanding of system administration techniques in a redundant, multi-site environment
- Understanding of VMware virtual technologies
- Understanding of load-balancing switches and other IP routing equipment
- · Knowledge of various high availability data storage technologies

#### **REQUIRED SKILLS:**

- Excellent interpersonal skills to establish and maintain effective relationships with customers, employees, superiors and business contacts in a professional, timely and courteous manner
- · Excellent written and oral communication skills
- Must be able to work independently with little or no direct supervision and contribute to a team environment
- · Ability to perform a variety of tasks, often changing assignments on short notice
- · Excellent attention to detail
- Ability to make sound decisions using the information at hand
- Excellent planning and organization skills. Must be able to efficiently utilize all available resources to provide effective solutions and explore all possibilities to facilitate the best solution
- Strong trouble resolution and problem solving skills

### **TOOLS, EQUIPMENT, AND SOFTWARE:**

- Demonstrated knowledge of personal computer applications Microsoft Windows and Microsoft Office, including Microsoft Outlook and networking applications
- Knowledge of Internet application software (DNS, DHCP, RADIUS, NTP, LDAP, MySQL, e-mail, Apache web servers)
- Ability to manage UNIX desktop environment (X-Windows) as well as server applications

www.lowaNetworkServices.com



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## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Indoor work in an office environment requiring long periods of sitting.
- Frequent utilization of manual dexterity and visualizing of a computer screen.
- Occasional bending, carrying, squatting, twisting and lifting up to 50 pounds independently.