



**Position:** IT Systems Administrator

Park City Group is looking for a talented and diligent IT Systems Administrator to assist with the administration of our server and network infrastructures. Your responsibilities will include troubleshooting hardware, software, and networking issues, as well as ensuring that all computing operations run with optimal performance in a highly secured environment. Specifically, you must be able to administer both Linux and Windows servers, storage type servers, and network information structures.

To be successful at this position, you must be able to quickly solve problems using your in-depth understanding of information systems and computing solutions. You also need to be a hard-working team player, willing to handle all support requests with courtesy and professionalism. Perform occasional evening maintenance as the manager or as a testing member.

**Responsibilities:**

- Configuring and maintaining network infrastructure, physical and virtual servers, and other infrastructure related hardware and software
- Ensuring data is stored securely and backed up regularly
- Troubleshooting and debugging server and network issues by running diagnostics
- Documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Rotating with team members for on-call responsibilities
- Monitoring system performance, making appropriate adjustments, and recommending improvements
- Ensuring system security by implementing appropriate access controls, patching vulnerabilities, and maintaining adequate backups
- Replacing and upgrading defective or outdated components
- Creating VM's from scratch or by cloning
- Implementing appropriate processes for data protection, disaster recovery, and failover procedures
- Working with other team members on project requirements, capacity and storage planning, and system performance and steps to complete jobs or projects
- Providing technical support when requested
- Working in an office environment in the Salt Lake City, UT area

**Qualifications:**

- 3-5 years of system administration and network administration (LAN, WAN)
- System administration of both Linux and Microsoft based operating systems
- Strong knowledge of systems and networking software, hardware, and networking protocols
- Knowledge of virtualization, VMWare, or equivalent
- Experience with scripting and automation tools
- Strong knowledge of implementing and effectively developing IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols
- Strong communication skills
- Associate or bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience

**Pay and Benefits:**

- Salaried
- Full benefits (Medical/Dental/Life Insurance/ESPP)

Send resumes to [jobs@parkcitygroup.com](mailto:jobs@parkcitygroup.com)

Be sure to reference the position for which you are applying