



Systems Support Specialist

Classification: Exempt

Location: Dade City

Position Type: Full-Time

Salary: \$40,000 - \$45,000

Reports to: Director of Technology Services

Responsibilities:

- Install, maintain, and provide support for desktop computers
- Manage, patch, and support company server infrastructure and operating systems
- Monitor and maintain all backup infrastructure including servers and disk arrays
- Monitor and maintain all computer and network security systems and procedures
- Coordinate and work with outside vendors to resolve problems and issues with hardware and software

Skills and Knowledge:

- Advanced troubleshooting and diagnostic skills
- Thorough understanding of Windows 10 Operating System
- Experience with setup and maintenance of Windows Server 2012 R2 and Active Directory
- Virtualization technologies; preferably VMWare
- Ability to work independently and within a team structure
- Strong communication skills
- Manage and escalate issues as necessary
- Documentation, ability to produce the following type of documents:
 - System Requirements
 - Data and Architectural Flow
 - Technical Specification
 - Test Plans



Preferred Qualifications:

- Basic understanding of object oriented programming (VB.NET, Python, C#)
- Knowledge of Cisco networking, firewalls and IPS/IDS
- Experience with Office 365
- Basic knowledge of RDBMS and SQL queries, preferably Microsoft SQL

Education:

- Bachelor's Degree in Computer Science or related field or
- 5 years' experience directly related to primary responsibilities or
- MCSE certification or equivalent

*The above is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.