



Systems Administrator

3-5 years of experience with servers or systems administration

As Systems Administrator, you will maintain, upgrade, and provide support for clients and Webspecs' software, hardware, and networks. The Systems Administrator will be able to diagnose and resolve problems quickly and be available to respond to emergent help desk requests as needed after hours. You will be able to easily communicate technical concerns and solutions to many different people with varying degrees of technical knowledge, as well as work with individuals on all teams to help solve their technical issues. This role is also responsible for maintaining our systems infrastructure, including firewalls, testing computer equipment, maintaining and testing backup files and databases, installing and rebuilding existing servers as well as maintaining and creating processes and documentation as it pertains to Webspec infrastructure.

Job Requirements:

- Associate degree or higher in related fields
- Familiarity with system security concerns and vulnerabilities
- Comfortable using and administering UNIX, Apple, and Windows operating systems
- Ability to respond to emergency requests after hours
- Comfortable using and administering web services including Apache / Nginx, MariaDB / MySQL, and PHP
- Working knowledge of the following (or similar) tools:
 - JumpCloud / Identity Management Solution
 - CloudFlare
 - WHM / cPanel
 - DigitalOcean, AWS, or GCP
 - Google Workspace

A successful Systems Administrator contributes to the success of our team and our clients by:

- Managing infrastructure including; file servers, databases, employee computers, firewalls, cloud servers, and other software and hardware.
- Providing employee technical support for both hardware and software issues that may arise.
- Monitoring the Webspec infrastructure daily and responding to any security breaches, usability concerns, or performance issues.
- Maintaining and auditing server backups to ensure data integrity.
- Developing and maintaining software and server upgrade policies, ensuring a smooth deployment and minimal downtime.
- Researching and implementing new applications and technologies to integrate into the current infrastructure as needed.
- Setting up and maintaining employee computers and other equipment.
- Maintaining internal documentation regarding Webspec infrastructure.
- Assisting Human Resources with technical aspects of employee onboarding and offboarding.