



Memorandum

To: Select Sires Employees
From: Cathy Miller, Manager of Human Resources
Date: July 28, 2017
Re: Position – Systems Administrator (Westby, WI)

Select Sires, Inc. seeks a Systems Administrator to join the Information Services infrastructure team, based out of its Westby, Wisconsin facility, to augment the IT support of our rapidly growing business. The System Administrator will be responsible for proactively identifying phone and computer network needs and following issues through to resolution, conducting preventative maintenance and regular oversight for phone and network hardware, and assist in forming and executing infrastructure plans for the future. The successful team member will be highly motivated, provide mentoring for junior members of the team, and deliver a high level of customer service to users. Position will have supervisory responsibilities for local Help Desk staff and will report to the Network Administrator.

Responsibilities

- Proactively monitor and maintain a geographically disparate, largely Microsoft Windows Server-based network
- Proactively monitor and maintain geographically disparate firewalls, routers and switches
- Ensure high availability of critical virtual host & storage (SAN) systems
- Provide standardization of server and server software configurations
- Help establish, implement and maintain a new Backup & Disaster Recovery plan
- Assist in phone system administration and help develop and implement a plan for telephony convergence of all facilities

Qualifications

- Enterprise grade thought and vision for computer networks
- Detail-oriented, organized, and committed to delivering superior results
- Ability to work in a team environment where honest communication, a positive attitude, engagement, and personal accountability are expected

Requirements

- 3 years of experience in a systems or network administration role
- Demonstrable Cisco, HP and/or SonicWall network hardware configuration knowledge
- Proficiency in Windows PowerShell for machine management
- Experience building out and/or administering HyperV virtualization environments
- Experience administering and tuning Microsoft SQL Server a plus
- Excellent organizational skills, ability to prioritize tasks and meet constant deadlines with strong attention to detail and quality control
- Demonstrable interest and ability to promote excellence and growth in others

Qualified candidates should email résumé with salary requirement and employment history to cutendorf@selectsires.com. Review of résumés will begin immediately and will end when position is filled.

Select Sires, Inc. is a drug-free workplace. All applicants will be given full consideration but are not guaranteed an interview.