
Nevada Affordable Housing Assistance Corporation

JOB DESCRIPTION

POSITION TITLE: Systems Administrator

STATUS: Exempt / Salaried

REPORTING RELATIONSHIP: 1) Chief Information Officer 2.) CEO/COO

POSITION SUMMARY: The Systems Administrator is responsible for administration, management, and support activities associated with the IT infrastructure of the Nevada Affordable Housing Assistance Corporation (NAHAC).

RESPONSIBILITIES AND DUTIES:

- Creates and maintains system environments and systems.
- Assists in the design, planning, and execution of system design changes, updates, and other initiatives.
- Develops and implements IT strategies and plans
- Troubleshoots hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Supports and trains system users. Assesses and resolves performance problems.
- Updates sites, manages permissions, and performs other support activities.
- Prepares and maintains related technical reports and documentation.
- Performs system maintenance tasks, such as system back-up, recovery and file maintenance.
- Monitors and maintains software licensing and maintenance agreements.

The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in Associate or Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent.
- System administration and IT certifications in Microsoft, or other network related fields preferred
- Minimum 1 year experience in systems administration.
- Minimum 1 year experience in Microsoft 365 administration.
- Well-developed ability to manage multiple tasks/projects and deadlines simultaneously
- Strong organizational skills and detail orientation
- Strong verbal and written communication skills
- Ability to maintain strict confidentiality and discretion

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- The individual is required to regularly sit at a computer and enter data for extended periods of time
- The individual is required to listen and talk to individuals and before groups in the performance of the job
- The individual is regularly called upon to deal with stressful situations and a high work volume
- The individual is regularly required to stand, walk and drive for extended periods of time
- The individual is occasionally required to bend, stretch and use hands to handle or feel objects, tools or controls and to reach with hands and arms
- The individual is occasionally required to lift up to 25 lbs
- Position requires some travel and scheduling flexibility

JOB DESCRIPTION ACKNOWLEDGMENT:

I have received a copy of my job description dated _____. The job description describes duties and responsibilities, which apply to me. I agree to read the job description and understand it may be amended as company conditions or requirements necessitate. In that case, changes will be communicated to me.

Employee Signature

Date

Employee Name (printed)

Date

Supervisor Signature

Date

Please keep a copy for your records
