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## **IT ADMINISTRATOR Job Description**

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

### **OVERVIEW AND IMPACT:**

The **IT Administrator** is a part-time position responsible for the effective operation and support of SIFF's computer systems and network, allowing SIFF staff the technology and tools to effectively perform their roles. Specific responsibilities include managing hardware, servers and SIFF's network to ensure high availability and day-to-day technology and operations support for SIFF staff members.

The IT Administrator performs PC hardware and software installations and maintenance including general network, security and system administration. Makes recommendations and executes the implementation of technology based solutions in support of strategic initiatives. Ensures the monitoring and review and stability of SIFF's security systems.

### **PRIMARY DUTIES & RESPONSIBILITIES:**

- Support LANs, WANs, network segments, Internet, and intranet systems
- Maintain system efficiency
- Ensure design of system allows all components to work properly together
- Troubleshoot problems reported by users
- Make recommendations for future upgrades
- Maintain network and system security
- Analyze and isolate issues
- Monitor networks to ensure security and availability to specific users
- Evaluate and modify system's performance
- Identify user needs
- Maintain integrity of the network, server deployment, and security
- Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations
- Perform network address assignment
- Assign routing protocols and routing table configuration
- Assign configuration of authentication and authorization of directory services
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers and phones
- Maintain network file server, Ticketing system, and website communications
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, VOIP Phones, software deployment, security updates and patches
- Inventory and Manage all hardware on an ongoing basis

### **QUALIFICATIONS:**

- 3 or more years of experience in working with individuals to understand, educate, and assist in refining data requests
- Basic principles of computer system analysis, principles of organization and project management
- Communicate effectively and proactively. Demonstrated experience working effectively with users in non-technical, clear terms.
- Strong customer service orientation and focus – able to effectively handle multiple priorities and requests simultaneously with a good sense of humor and positive approach
- Experience in an innovative fast paced, changing environment

- AA/AS degree in computer related field plus two years of relevant experience; a BA/BS degree in computer science or related discipline; or the combination of education and experience that enables the ability to independently perform all aspects of the position

**TO APPLY:**

Email letter of interest and resume to [siffjobs@siff.net](mailto:siffjobs@siff.net) indicating **IT Administrator** in the subject line.

*SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, SIFF provides all employees and applicants with equal opportunity in all aspects of the employment relationship.*