

JOB DESCRIPTION

Job Title:	IT Administrator – II			Dept:	Information Technology
FLSA:	Salary Non- Exempt	Issue Date:	07/17/17	Revision Date:	07/17/17

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

- Manages multiple servers and workstations, ensuring proper integration of these components with existing company computer systems.
- Troubleshoots networks, systems, and applications to identify and correct malfunctions and other operational problems.
- Subject Matter Expert (SME) in a field such as: Networking, Virtualization, Security, SharePoint, etc.
- Ability to design and deploy infrastructure solution for which s\he is the SME
- Installs and debugs new and/or upgraded software on server and client platforms, ensuring compliance with current site licenses; designs, programs, and manages websites and associated pages.
- Able to train other Administrators on their general tasks as well as the areas for which s\he is the SME.
- Researches, evaluates, installs, configures, and troubleshoots all hardware, peripherals, and equipment related to company network infrastructure.
- Develops and implements various training and instruction programs for users on the use of operating systems, networking, applications and databases.
- Administers system security policy, to include firewalls, host and client access, file permissions, and user accounts.
- Performs backups and recovery of data on all company servers.
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Management of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system.
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Initiate project RFQ's with supporting documentation to be signed.
- Recommend hardware, software, tools or other items to be used to improve support or operation of company computer networks and/or databases.
- Monitoring and enhance security systems.

Basic Education, Experience and Skills Required

- BA\BS or equivalent combination of education and experience.
- Certificate as Subject Matter Expert (SME) in such areas: Networking, Virtualization, Security, SharePoint, etc.
- Minimum 1-year related experience in manufacturing and assembly operations.
- Good working knowledge of windows base applications and database applications.
- Possess good organizational and communication skills.
- Able to maintain confidential information.

Dakota University Training (Minimum Requirements)

- Dakota Orientation
- Safety Training
 - Environmental Mission Statement
 - Evacuation Route
 - Significant Aspects Overview
- Dakota Vision and Culture
- Departmental Training
 - Significant Aspects Overview
 - Process 17 – Information Technology
 - Trans4M Overview
 - Clark Broadcast System
 - Scanner Trakker

APPROVAL: _____



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- Company Training
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview
 - Purchase Requisitions
 - Quality Mission Statement
 - Expense Reporting
 - Travel Management System

Health, Safety and Physical Demand Requirements

- Standing and sitting in office and manufacturing environment, normal amounts of computer work, lifting of computer equipment up to 70 lbs.

Risks Associated with Job Function

- None

Travel Requirements

- Up to 50% travel may be required*
- *NOTE: During launch or extraordinary situations may be required to travel more

The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

APPROVAL: _____