

Assistant Systems Administrator

Farmers State Bank is seeking a skilled, results driven individual to join our team as an Assistant Systems Administrator.

The Assistant Systems Administrator will install, diagnose, repair, maintain and upgrade all IT systems to ensure optimal performance and provide technical support to all employees. The successful candidate must have in-depth understanding of networks, operating systems and hardware as well as excellent interpersonal and communication skills.

Responsibilities

- Maintain, repair, update, and/or replace network hardware and software.
- Research functions, quality, price and product support of all computer equipment and coordinate purchase of computer hardware, software and computer-related equipment.
- Plan, design, implement and support new systems and system upgrades.
- Perform system maintenance including installation of new software, software updates and manage user access.
- Ensure adequate functioning computer availability via installation, maintenance, support, monitoring, and troubleshooting computer hardware problems.
- Analyze system logs and conduct routine audits to identify potential network or system issues.
- Document network infrastructure, basic processes and procedures, and maintain control records.
- Perform and monitor system backups for all servers.
- Establish, maintain, and test disaster recovery procedures.
- Additional duties as assigned.

Qualifications

- Associate in Applied Science Degree required.
- Experience with Microsoft Active Directory, Microsoft Exchange, Networking, VPN, Routing, Switching, Firewalls, VMware, DNS/DHCP, Group Policy Design/Implementation, Corporate Anti-Virus, Backup/Restore Concepts, Hardware, and Troubleshooting (Desktops/Servers).
- Proficient business correspondence and report preparation skills.
- Demonstrated ability to successfully manage multiple tasks accurately, efficiently, and timely.
- Ability to promptly respond to routine inquiries from colleagues and vendors.
- The Assistant Systems Administrator must be able to satisfactorily perform the essential job functions.

Physical Demands: The Assistant Systems Administrator is regularly required to sit, walk, talk, and hear, possess specific vision abilities including close vision, distance vision, and ability to adjust focus, and regularly lift up to 50 pounds to perform the essential requirements of the position.

We offer an excellent compensation and benefit plan, which includes Medical, Life, 401(k), Profit Sharing, and more.

Farmers State Bank is proud to be an equal opportunity employer and encourages all qualified individuals to apply by sending their resume, and completed employment application in PDF format to the following address: Employment@fsbbanks.com