



Job Title: System Administrator – Information Security
Company: Capital Improvement Board of Managers
dba Indiana Convention Center & Lucas Oil Stadium
Department: Information Technology
Reports To: IT Manager

POSITION SUMMARY: Under the supervision of the IT Manager, the System Administrator's role is to ensure the stability, integrity, and efficient operation of the in-house information systems and infrastructure that support core organizational functions. This is achieved by monitoring, maintaining, supporting, and optimizing networked software and associated operating systems, computer and server systems, telephone systems, and various network components within the Facility.

DUTIES:

- Manage and maintain VMware ESXI hosts and virtual servers running Windows and Linux.
- Manage and maintain VMware Horizon View workstation environment.
- Administration of Nimble, and Synology storage systems.
- Administer and maintain infrastructure as required to ensure uninterrupted availability of computer systems and services.
- Manage daily system monitoring, including review of logs, to verify the integrity of security, hardware and server resources, systems and key processes.
- Perform system monitoring, verify the integrity and availability of all Antivirus Systems, log servers, and IPS/IDS systems, review system logs.
- Repair and recover from hardware or software failures including coordination and communicating with management and vendors.
- Manage and review daily backup operations ensuring that all required data is successfully preserved on appropriate media.
- Upgrade and configure software and computer systems in support of business and facility applications.
- Maintain up to date virus software and definitions on all computer systems throughout the network.
- Active directory domain management including user, group, and GPO creation. Share creation and permission management.
- Perform troubleshooting and problem resolution of network, software, and server problems.
- Develop and maintain installation and configuration procedures.
- Assist in the development/adoption and enforcement of Information Security policies, procedures, and standards.
- Maintain security policies to include risk analysis and management, documentation management and controls, information access controls and technical security.
- Evaluate compliance with security measures, disaster recovery, emergency operating procedures, security incident response, process protocols, and testing of security procedures, mechanisms and measures.
- Perform on-going security monitoring of organizations information systems including: assessed information security risk, recommendation for new information security technologies, and counter-measures against threats to information/privacy.
- Regularly execute and review systems vulnerability assessments and work with IT Manager and team on remediation plans.
- Perform external penetration and vulnerability tests for problem resolution in relation to internal/external vulnerabilities and system hardening.
- Contribute to and maintain system standards and disaster recovery plan.
- Answer technical support calls and provide end-user support for computer, network, and telecommunications systems.
- Proficiency and coverage of all IT Technician duties.
- Other projects and duties as assigned by the IT Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, be skilled in oral and written communication, skilled in assisting users to identify and express system needs. Must have the ability to organize and lead employees, peers and contractors while maintaining the Facility's best interests. Must have the ability

to effectively follow through with hardware and software installation, maintenance and upgrades. Must be able to work evenings and weekends as needed.

EDUCATION/EXPERIENCE:

Bachelor degree (B.S.) in Computer Science, related discipline, or equivalent. Three to Five years of Systems Administration experience in supporting, maintaining, and administering VMware and VDI systems, LAN environments, servers and infrastructure.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Advanced knowledge of Windows Operating Systems and applications.
- Advanced knowledge of virtualization concepts and applications.
- Proficiency in SQL Server Administration.
- Familiarity with MS Dynamics AX, Ungerboeck software, Symantec BackupExec, Veeam and/or other backup methods to ensure data security and integrity throughout the network.
- Linux knowledge and administration a plus.
- Nortel phone system a plus.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

Ability to perform work in an office /cubicle environment for extended periods of time with the ability to remain seated at the computer terminal. Repetitive motion using keyboard, mouse and telephone required. This position requires frequent standing, walking, sitting, kneeling and repeated bending. Frequent reaching: high/low/level with occasional lifting from 20 lbs. to 75 lbs. Working conditions also require working both inside and outside the Facility.

Individuals interested in applying for this position should submit a resume and cover letter to the Human Resources office no later than Monday – August 26, 2019.

Address:
Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis, IN 46225