

IT System Administrator

The Illinois Housing Development Authority is searching for a System Administrator responsible for supporting the Authority's computer systems. This incumbent will also perform maintenance and administration of systems on Windows Servers including support of hardware, software and user interaction. This position requires knowledge of system administration and management and the ability to work with minimal supervision as part of a team.

Other functions include Windows server day to day administration and planning including monitoring, performance analysis, tuning, disaster recovery planning and capacity planning in a Hyper-V Virtual Server environment; routine equipment maintenance, applying security updates and patches and maintaining system backups; user account management services including creation/modification of user profiles and account management and configuration of Active Directory services; evaluating system software for usability and making recommendations for future upgrades, installing and upgrading of software on Server or Workstations; monitoring networks to ensure security and availability to specific users, evaluating and modifying system's performance, performing network address assignment including DNS and DHCP, assisting in administering routers, switches, firewalls, smartphones, and software deployment.

Requirements:

- Undergraduate degree or equivalent
- Three years of experience in a Systems Administrator role on Windows Server networks
- Excellent communication skills
- Prior experience with Windows Server is required
- Prior experience with Exchange, SharePoint and Hyper-V is desirable.

Excellent benefits package, including 401 (k); immediate vesting.

To apply submit resume and salary to:

<https://home2.eease.adp.com/recruit/?id=19020022>

EOE