

Honolulu Museum of Art

JOB DESCRIPTION

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| Job Title: | Systems Administrator |
| Department: | Information Technology Department |
| Supervisor: | IT Manager |
| Employment Status: | Full-Time |
| FLSA Status: | Exempt |
| Work Hours: | Monday-Friday 8:00am – 5:00pm Some evenings and weekends |
| Issue/Reissue Date | 09/30/2016 |

The Honolulu Museum of Art (HoMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HoMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

The Systems Administrator's is responsible for a broad range of systems, security administration, and operations in a Microsoft Windows, Linux, and OSX physical and virtual environments. This includes, developing, configuring, maintain and optimizing new and existing infrastructure. Other duties include monitoring of security and performance of systems, systems disaster recovery, and end-user support. Will be responsible for developing methods of automating and streamlining routine day to day tasks.

Minimum Qualifications:

- A Bachelor's Degree in Computer Science or related field and at least three years of comprehensive related experience or equivalent combination of education and experience.
- Must demonstrate broad knowledge of administration in a Windows Server, Mac OS server, Linux and VMware environment.
- Skilled in Microsoft Windows Server 2008, and 2012
- Skilled in SQL Server 2008, 2012, 2014
- Familiarity with LDAP Directory Services
- Strong knowledge of Active Directory Setup and Design
- Strong knowledge of RADIUS authentication and design
- Demonstrated knowledge with Linux server operations and administration
- Demonstrated knowledge in VMWare Server administration
- Demonstrated knowledge with NAS and SAN infrastructures
- Demonstrated knowledge of TCP/IP, DNS, 802.1x DHCP Protocols
- Experience and knowledge with Cisco network devices
- Strong verbal and written communication skills.
- Excellent interpersonal and oral/written communication skills.
- Ability to work independently and as a team
- Adaptable to needs of staff
- Ability to work with diplomacy and tact at all times.
- Ability to solve complex problems

- Ability to work some night and weekends
- Must be able to respond to system outages during off-hours

Desired Qualifications:

- An advanced degree in computer science
- Certification in Windows Server Management
- Certification in SQL Server Management
- Familiarity with SSMS
- Experience in writing SQL SSRS Reports
- Competency in Powershell scripting
- Competency in C#
- Familiar with REST API Calls
- Experience with WSUS and other RMM suites
- Experience with scripting and automation for routine tasks
- Experience in museum environment or non-profit organization, with multiple sites, and varying degrees of needs.
- Valid driver's license and ability to drive to the museum's different locations.

Essential Duties:

- Maintain the museum's overall network operability and security at three locations: the museum (900 South Beretania St), the Art School (1111 Victoria St.) and Spalding House (Makiki Heights)
- Oversee the museum's servers, maintain and troubleshoot the server hardware and software
- Oversee the Cisco network switches and other network equipment.
- Maintain and keep all Windows server, VMware and web server software current and secure.
- Convert museum to Active Directory environment
- Integrate RADIUS and 802.1x authentication to museum wireless network
- Oversee all of the museum's WiFi access points and improve overall network security.
- Oversee museum client patch policies and administration
- Back-up all of the museum's server data.
- Oversee and maintain all of the museum's many domain and subdomains.
- Other duties as assigned.

Working Conditions and Atmosphere:

The Systems Administrator works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.