



## CROW CANYON ARCHAEOLOGICAL CENTER

**Position Title:** Systems Administrator  
**Status:** Full-Time  
**Employment Category:** Exempt  
**Reports to:** Chief Financial Officer  
**Approved:** 7/2022

### **Position Summary:**

The Systems Administrator assumes responsibility for the coordination, integration, and implementation of technology across the organization. The person in this position will be responsible for evaluating and implementing technology solutions to support administrative, communications, website, mission delivery and support-services functions. This person will work with leadership across the organization to envision how technologies can improve efficiency and effectiveness and help increase Crow Canyon's public impact. This position is not a remote position.

### **Education and/or Experience:**

Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or relevant/equivalent certifications required. 5-7 years' progressively responsible experience in the development, installation, and maintenance of information systems.

### **Essential Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for the evaluation of new systems, development of systems architecture, and ensuring functionality and quality of systems
- Develop, maintain, and test IT disaster-recovery plans
- Assist CFO with development of annual information technology department budget and continually monitor expenses; establish projections for future technology needs
- Assist CFO with oversight of web development vendors
- Oversee web development projects for implementing web development strategies
- Oversee IT vendors and assist with technical support
- Provide technical support to staff members, including database administrators
- Develop and conduct regular training sessions with users to optimize staff members' use of hardware and software; conduct informational sessions on

- technology options and opportunities
- Maintain up-to-date knowledge of technological and digital communications trends
- Manage internal Hyper-V infrastructure, internal SAN, cloud environments and on-prem environments
- Manage performance issues, connectivity issues, security issues, etc.
- Ensure federated access across Active Directory and Azure AD
- Serve as Data Protection Officer

### **Knowledge, Skills, and Abilities:**

- Strong knowledge of systems and networking software, hardware, and networking protocols
- Strong knowledge of LAN, VPN, internet, and intranet systems as well as cloud computing environments such as Azure/AWS and WordPress
- Ability to support multiple operating systems, numerous software applications, hosted applications for customer relationship management (CRM) and donor database, campus-security cameras, and telephone systems
- A proven track record of developing and implementing IT strategy and plans
- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols
- Ability to communicate effectively with individuals and within a team environment
- Skill in group-presentation skills

### **Physical Demands:**

The employee must be able to:

- Occasionally lift/move up to 30 pounds
- Work weekends and irregular or extended work hours during the week, when necessary
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **Certificates, Licenses, and/or Registrations:**

- Background check upon hire
- Must hold valid driver's license and be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position, if required to drive

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.