Allegro Pediatrics
Position Description

Systems Administrator

Position Purpose:

The systems administrator is responsible for new software releases and system upgrade installation, evaluating and installing patches, and resolving software related problems. This position is responsible for maintaining all Allegro Pediatric IT applications. This position will also be responsible for performing system backups as well as maintaining data files and monitoring system configurations to ensure data integrity. In addition, this role will oversee application and hardware security to ensure regulatory compliance. The systems administrator position provides technical support and guidance to users while maintaining a high level of customer service and teamwork.

Reporting Relationship: This position reports to the IT Manager

Responsibilities:
- Installs and maintains all IT applications and their deployment
- Manages Active Directory computer and user accounts
- Group policy management
- Maintains system backups
- Recommends, verifies and installs software patches
- Tests, installs, and maintains new software
- Manages exchange users and groups
- Responsible for maintaining Citrix XenApp, XenDesktop, and Citrix Storefront
- User device and hardware support
- Assists department and organization with IT security adherence
- Other duties as assigned

Minimum Qualifications:
- Minimum 3 years in System Admin or equivalent role
- Strong critical thinking, analytical, problem-solving and reasoning skills
- Excellent communication and customer service skills
- Deep technical knowledge of 'state of the art' software & solutions

Preferred qualifications:
- Experience with Citrix infrastructure
- Knowledge of SQL and Powershell
- Healthcare experience
- Additional Microsoft or Cisco certification is desirable