

FULL-SERVICE, ALL DIGITAL IMAGING NETWORK

TITLE: System Administrator	
LOCATION: Pomona (main) All locations (as needed)	DATE: Continuous
	TYPE: Full-Time
	HOURLY RATE: Commensurate with Experience

SUMMARY STATEMENT

Rapidly growing medical imaging company is seeking a skilled System Administrator to own the maintenance of the IT infrastructure. This position provides significant opportunity to build upon proven skills in a fun working environment.

RESPONSIBILITIES

- Support LANs, WANs, network segments, Wi-Fi networks, Internet, and intranet systems.
- Maintain system efficiency. Analyze and isolate issues.
- Ensure design of system allows all components to work properly together.
- Troubleshoot problems reported by users. Identify user needs and provide customer service.
- Make recommendations for future upgrades.
- Evaluate and modify system's performance.
- Maintain integrity of the network, server deployment, and security.
- Ensure network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations.
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
- Maintain network servers such as file servers, RIS/PACS database servers and VPN gateways.
- Administer desktop computers, printers, routers, switches, firewalls, phones, software deployment, security updates and patches.

REQUIREMENTS

- Strong interpersonal and communication skills; basic ability to train users in applications and operating system fundamentals and to write basic documentation.
- Ability to work closely with the vendors and suppliers to resolve issues.
- Strong skills with most operating system commands/utilities.
- Familiarity with most basic system administration tools and processes; for example, ability to boot/shut down a machine, add and remove user accounts, use backup programs, manage shared resources (e.g., file systems, printers), add a workstation to a network, and mount remote file systems.
- Understanding distinctions between system processes/services and user processes, the authentication/authorization processes in use at the site, local and network resources and resource sharing, basic networking concepts and practices.

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- Familiarity with basic Windows administrative tools and how to locate them (e.g., Computer Management tool, Active Directory tools).
- Ability to work well alone or on a team.
- Ability to travel occasionally to other network offices. Mileage to the other office locations will be reimbursed.

This is a full-time job during business hours with occasional off-hours work as needed. Generous benefits are available including medical and paid time-off.

Experience in EMR, RIS, PACS, SQL systems a huge plus.

Please inquire with your resume attached.

Please e-mail info@centrelakeimaging.com with your most recent resume for consideration.