



Systems Administrator

Part-Time/Potential Full-Time or Contract

Beach House Inc., dba Leading Families Home, is a 501(c)3 charity serving the Toledo area community since 1921. Our organization's mission is helping families transition from homelessness to permanent housing. Our vision is building a better future for our community by providing life-changing resources. Last year, Leading Families Home served 479 individuals, including 275 children. Visit our website at www.lfhtoledo.org.

Our environment is challenging and collaborative. You will have the opportunity to work with individuals dedicated to making a positive impact in our Participant's lives and our community.

Position Summary:

- Full-Time
- Valid driver's license, availability of an automobile and proof of liability insurance
- Responsibilities include providing end user support for computer hardware and software installation maintenance. Install, configure, and maintain servers and networks
- Location: 2283 Ashland Ave. and 915 N Erie
- Schedule is typically M-F from 8:00 a.m. – 5:00 p.m.
- Potential for growth
- Reports to Operations Director

We are seeking a Full-Time Systems Administrator. The position is responsible for providing day to day technical support and administration of corporate LAN/WAN network, MS Office 365 applications, data and voice networks, website, as well as other key application support for multi-location operations.

The Systems Administrator oversees user accounts, permissions, access rights, and storage allocations. They offer technical support and troubleshoot any hardware and software problems related to server and storage devices, VOIP and website. Additionally, Sys Admin may handle issues involving applications and server operations. They also research and maintain current knowledge of products and industry standards in support of system maintenance and development efforts.



Leading Families Home
2283 Ashland Ave. | Toledo, OH 42620
(419) 244-2175 | info@lfhtoledo.org | www.lfhtoledo.org



Experience

- 3-5 years' experience related to IT, systems administration and application development
- Experience working with a variety of platforms, applications, and electronic modules
- Experience configuring Windows service and storage hardware
- Requires critical thinking skills, decisive judgement and the ability to work with minimal supervision
- Must be able to work in a stressful environment and take appropriate action

Education

- High School Diploma or GED Required
- Associates or Bachelors in Systems Administration Preferred
- Certifications such as CCNA, CISSP, MTA, CompTIAA+ Preferred

Essential Duties and Responsibilities

- Provide end user support for computer hardware and software installation and maintenance
- Set up and maintain user accounts; perform password and identity management
- Perform or oversee helpdesk support efforts
- Onboard new users with new equipment and provide day one IT training
- Install, configure, and maintain servers and networks
- Analyze and determine system needs of the organization
- Participate in evaluation and implementation of future network expansion
- Monitor and troubleshoot system and network performance, including capacity and storage planning, and database performance
- Perform system updates (including software updates)
- Create and implement system and network usage policies
- Create and implement a backup and recovery policy, perform regular backup operations and define processes for data protection, disaster recovery, and failover procedures
- Create and implement security policies
- Website maintenance
- Applicable software launches as necessary



Additional Responsibilities

- Experience with databases, networks, and patch management
- Knowledge of system security and data backup/recovery
- Familiarity with various operating systems and platforms
- Resourcefulness and problem-solving aptitude
- Excellent communication skills
- Performs other duties as deemed as necessary and appropriate by supervisor
- Willingly step up to take on new responsibilities or to help a co-worker complete a task
- Work collaboratively with fellow employees and others to achieve identified goals and objectives
- Communicate effectively, both verbal and in writing, Share information and demonstrate ability to listen openly and empathetically to others
- Contribute to a positive work environment by treating others with fairness and respect
- Support the relationship between our organization and the community by demonstrating respectful, courteous, and cooperative behavior when interacting with Participants, visitors, and other employees
- Comply with organization policies and procedures
- Contribute to fulfilling the organization's mission, vision, and core values by implementing them into daily practice
- Knowledge of the principles of health Insurance Portability and Accountability Act of 1996 (HIPPA); Privacy and Security Rules and other Federal and State laws regarding confidentiality and storage of health information
- Actively look for ways to help people
- Adjust actions in relation to other's actions
- Effective time management; assess and prioritize tasks and work within deadlines to complete tasks
- Repetitive finger movements for entering data into computer





Requirements

- 3-5 years' experience related to IT, systems administration and application development
- Experience working with a variety of platforms applications, and electronic modules
- Experience configuring Windows server and storage hardware
- Requires critical thinking skills, decisive judgement, and the ability to work with minimal supervision
- Must be able to work in a stressful environment and take appropriate action
- Must have valid Driver's license, acceptable driving record, and deemed insurable.

Benefits

- Simple IRA
- IRA Matching
- Full range of benefits available with full-time status

Schedule

- Typically, Monday to Friday.

Work Remotely

- As determined by manager/supervisor

Physical Demands

Physical demands described are representative of those that must be routinely met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

- Ability to lift up to 25 pounds.
- Ability to perform job responsibilities in facilities with multiple levels and without elevator or mechanical transportation.
- Operates a computer and keyboard/repetitive finger movement.





Working Conditions

Working conditions described are representative of those that must be met by an employee while performing the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disability to perform the essential duties.

- Smoke-free working environment
- Drug and alcohol-free working environment
- Weapons free working environment
- Adheres to Beach House, Inc.'s policies and procedures
- Acts as a role model inside and outside of the organization
- Performs other duties deemed necessary for the benefit of Beach House, Inc.

Beach House, Inc., dba Leading Families Home, is an equal employment opportunity employer that selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, genetic information, or other protected group status.

This position description is not intended to be a completed list of all responsibilities, duties, or skills required for the job and is subject to review and change in accordance with the needs of Beach House, Inc., dba Leading Families Home, and contractual obligations.

Like most American employers, LFH does not offer employees formal contracts of employment. Rather all employment is “at will,” meaning that either you or the Company may end your employment at any time for any reason.



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