



Pathfinder Village, Edmeston, New York, a residential living community for individuals with Down syndrome and other intellectual disabilities, is currently accepting applications for an **Information Technology Administrator**. This position reports directly to the Senior Director of Quality Assurance and works with colleagues throughout the organization to provide all aspects of technical support for the operation of Pathfinder Village's network infrastructure

**Position:** IT Administrator

**Duties and Responsibilities:**

- Manage all aspects of information technology in both web-based and Windows environment.
- Perform daily system review, monitoring, and data back up operations of all file systems.
- Perform ongoing system maintenance, including departmental printers, scanners, and copiers.
- Respond to support and training requests from staff and/or residents promptly and thoroughly.
- Diagnose, troubleshoot and resolve complex technical issues independently.
- Develop, implement, maintain and support IT compliance policies and procedures.
- Secure maintenance of records and maintain all hardware and software licensing contracts.
- Perform regular security monitoring; identify possible intrusions and implement appropriate response measures.
- Provide technical support and maintenance of all aspects of telephone/voice systems and A/V teleconference systems and all related equipment.

**Education/Qualifications:**

- Bachelor's degree in Computer Science or related field preferred.
- A minimum of 5 years of related experience in maintaining corporate technology infrastructure.
- Experience designing, installing, testing, and maintaining local and wide area networks.
- Working knowledge of, and experience with Microsoft Office applications, Windows operating systems, Network and Internet communication protocols, Apple products and smart devices.
- Strong working knowledge of: Windows Server 2008 R2 and subsequent versions, Microsoft Exchange 2010 and subsequent versions, Sophos UTM, VMWare, Windows 10, and iOS.
- Strong working knowledge of major networking components, network operating systems and basic computer hardware components
- Hands on knowledge of the procedures used in installation, modification maintenance and repair of hardware and software.
- Ability to write clearly and effectively
- Excellent communication & troubleshooting skills.
- Ability to work effectively with minimal supervision.
- New York State Driver's License and acceptable driving record.
- Capable of lifting and transporting communications, network and other related equipment up to 50 lbs.

Pathfinder Village is a residential living community for individuals with Down syndrome and other intellectual disabilities. Pathfinder Village offers a competitive salary with excellent benefits package. You may apply online at [pathfindervillage.org](http://pathfindervillage.org), email your resume to [hr@pathfindervillage.org](mailto:hr@pathfindervillage.org), or mail your resume to Human Resources, Pathfinder Village, 3 Chenango Rd., Edmeston, NY 13335.