

System Analyst/Administrator Job Posting

Department: Information Technology
Reports to: Director of Technology
FLSA status: Exempt
Employment: Full-Time

Overview

The successful candidate will lead projects for multiple departments providing IT subject matter expert guidance. This includes a team approach to Microsoft server and multivendor network (route/switch/security) maintenance and administration.

Essential Responsibilities

- 1) Build and maintain an understanding of the finance and development departments for software implementation, upgrades, and troubleshooting.
- 2) Lead projects of all sizes with the highest level of communication achieving date driven results.
- 3) Document and maintain all processes to ensure business continuity/continuance.
- 4) Participate in planned system maintenance cycles.
- 5) Respond to internal/external IT support tickets and bring them to a speedy, accurate resolution.
- 6) Work closely with the IT team to ensure cross functionality and knowledge share.
- 7) Bring a positive attitude to improving the organization's mission through technology.

Additional Duties

- 1) Attend staff meetings and participate in organization planning sessions.
- 2) Perform other duties as assigned.

Job Qualifications

- **Education and Experience**
Bachelor's degree and 2 - 5 years of project management experience
- **Technical Proficiencies**
Competent with M365, Sage and Blackbaud experience a SOLID plus, SQL experience desired, Scripting, Reporting (Power BI, Crystal Reports, SSRS etc.), experience with batching processes, Cisco & Fortinet, networking basics a plus
- **Communication Skills**
Excellent listening and questioning skills
Ability to establish a positive working relationship with staff and other professionals
Customer first attitude
Documentation and attention to detail
- **Other Competencies**
Ability to analyze and resolve complex issues, both logical and interpersonal
Self-motivated, independent, cooperative, flexible and creative

Posted 1/5/2021

Physical Requirements and Work Environment

Frequent walking, standing and prolonged periods of sitting

Reaching, bending and occasional stair climbing

May encounter occasional exposure to fumes and/or airborne particles, and hear moderate noise from office and warehouse equipment

Compensation

\$45,000 annual

Office Hours

Monday – Thursday, 8:30 AM – 5 PM

Friday, 8:30 AM – 3:30 PM

Benefits

- 3 weeks PTO + 12 holidays per year (5 weeks + 2 days)
- 90% employer paid health insurance (individual coverage)
- 100% employer paid basic life insurance, short and long term disability
- 4% contribution to retirement plan after one year of service + 3% employer match

How to Apply

Please submit cover letter and resume to jobs@tafb.org

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