System Administrator - January 2016

The [Conservation Biology Institute](#) (CBI) is a non-profit organization of scientists, technicians, and software engineers - providing scientific and technical expertise to support the conservation and recovery of biological diversity. We have staff in our Corvallis office and also working remotely in Oregon and other states.

We are looking for a system administrator to support the growing technology needs of the organization, and to work with local and remote staff to provide a wide range of technical infrastructure and software support as well as training. A successful applicant for this person should be able to work well with people having a wide range of technical abilities and needs; they should be part teacher, part technology guru, and have a strong focus on pragmatic solutions to problems.

Responsibilities:

- **Provide technical support and planning advice to staff.** This includes resolving software and hardware issues, working closely with staff to understand their needs, and clearly explaining options and tradeoffs.

- **Manage office server hardware and software.** We have multiple Linux servers and one Windows server that provide a number of services: Active Directory domain, network file storage, backup systems, intranet web services (wiki, issue tracker, etc.), VPN, and virtualization.

- **Manage staff workstations.** These are primarily Dell workstations and laptops running Windows 7, but also include Apple desktops and laptops running several versions of Mac OS X.

- **Manage office network.** Maintain the availability and the reliability of internet, intranet, wireless access, VPN access, and network connected devices (e.g., printers).

- **Maintain regular backups.** Ensure daily on-site backups of all desktop PCs and network filesystems, and maintain periodic off-site backups.

- **Anticipate future technology needs.** Identify general technology needs for the organization, develop an annual budget, and handle purchasing throughout the year.

- **Assist remote staff in maintaining their systems.** It is very important that remote staff receive the necessary support to establish the same data redundance and general systems reliability as the main office.

- **Provide training or short informational presentations to staff.** Proactively identify topics that are broadly applicable to all staff and prepare presentations or workshops on

these subjects. Past examples include: 2-factor authentication, password managers, Google Docs.

- **Maintain up-to-date anti-malware software for all local and remote staff.** And follow trends in information security in order to make sure that systems and staff are both prepared to handle the current security challenges.

- **Manage and maintain software licensing for all local and remote staff.**

- **Maintain up-to-date documentation of all aspects of the office IT infrastructure.** This includes checklists for dealing with common issues, and lists devices and computers along with their purpose/location (physical and network), etc.

Education and Experience:

- B.S. in computer science and/or network administration, or equivalent experience.
- Experience maintaining mission-critical server hardware and software.
- Experience configuring and troubleshooting computers running Mac, Windows, and Linux operating systems.
- Experience configuring and troubleshooting networks and network-related technology.
- Experience working closely with users with varying levels of technical ability and explaining advanced technical concepts.

Bonus:

- Experience with GIS software, esp. ArcGIS.
- Experience with PostgreSQL databases.
- Experience with Samba.
- Experience optimizing and troubleshooting network filesystems.
- Experience configuring and troubleshooting remote meeting and presentation tools (e.g., GoToMeeting, GoToWebinar.)
- Experience with virtualization concepts and hypervisors (e.g., VMWare, Xen.)

Salary and Benefits:

Salary is dependent upon experience.
Benefits include:
- medical, dental, vision, life, and disability insurance
- paid vacation, holiday, and sick days
- employer matched Simple IRA retirement plan
- flexible work schedules
- opportunity to work with many awesome, passionate, and talented people on interesting projects that make a difference in the world

This position will be located in CBI's Corvallis Office; we are not looking for remote staff.

Please send a resume and cover letter to Pamela Frost, Vice President & Director of Operations (pfrost@consbio.org)

CBI is an equal opportunity provider and employer and it is our policy to maintain a work environment free of discrimination and harassment against any person on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, political beliefs, physical ability, veteran, marital or family status.