

## Equity Cooperative Livestock Sales Association

### Position Description

**Position Title:** Systems Administrator  
**Location:** Headquarters – Baraboo, WI  
**Reports to:** Vice President of Information Technology  
**FLSA Status:** Exempt

### Overview:

Nestled among the scenic Baraboo bluffs, Equity Cooperative Livestock Sales Association is seeking a self-motivated Systems Administrator to be part of a team that supports our IT infrastructure at our corporate headquarters in Baraboo, WI, as well as our 13 satellite auction locations. This position will report to the VP of Information Systems.

### Duties and Responsibilities:

1. Support of company hardware and software systems.
2. Install, configure, maintain new systems as well as upgrade old systems.
3. Ongoing security patch management.
4. Maintain Active directory.
5. Administer email services.
6. Install and monitor anti-virus software.
7. Monitor server event logs.
8. Maintain folder permissions.
9. Communicate with vendors to resolve hardware and software issues.
10. Ensure the high availability of the production environment.
11. Design, install, configure, maintain network infrastructure.
12. Provide software and hardware support to system end users.
13. Continually update network documentation.
14. Maintain enterprise backups.
15. Manage and complete any assigned projects.

### Qualifications and Requirements:

1. Excellent fundamental problem solving and analytical skills.
2. Persistent, self-motivated, detail-oriented.
3. Collaborative, able to assist and train others.
4. MCSE/MCSA or other certifications a plus.
5. Bachelor's degree in IT or related degree or equivalent work experience.
6. Minimum of 4 years' experience in maintaining an existing windows environment.
7. Experience with following technologies: Windows Server 2008R2/2012/2016, Active Directory and Group Policy Management, MS SSOL 2008/2012/2014, Symantec or comparable backup system, VoIP phones, Patch Management, VPN, and Scripting.
8. Experience with the following technologies a plus: Cisco routers/switches, T-SQL statements, MS Exchange, Network and system monitoring software, WSUS or comparable patch management software.

### What Equity Offers:

1. Paid time off, sick time, and holidays
2. Flexible hours
3. Excellent benefit package
4. 401(k) with company match
5. Casual Work Environment

### EEO Statement

Equity Cooperative Livestock Sales Association believes in equal employment opportunity. Our organizational success depends on the effective utilization of qualified people regardless of race, creed, color, religion, sex, age, national origin, disabilities, veteran status, marital status, sexual orientation, military status, genetic information, or any other characteristic protected by state or federal law.