

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 server/desktop hardware and software systems.
2. Install, configure, maintain new systems as well as upgrade old systems.
3. Ongoing patch management and configuration changes.
4. Maintain and test enterprise backups.
5. Maintain Active Directory and network folder permissions.
6. Administer email services.
7. Monitor server event logs.
8. Support company VOIP phone systems
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. Ordering of IT hardware and software
13. Continually update documentation.
14. Configure and troubleshoot video security software
15. Manage and complete any assigned projects.
16. Occasional support outside of business hours may be required.

Qualifications and Requirements:

1. Excellent fundamental problem solving and analytical skills
2. Persistent, self-motivated, detail-oriented. Ability to work both independently and as part of a team.
3. Collaborative, able to assist and train others.
4. Associate degree in IT networking or related degree or equivalent work experience.
5. Minimum of 4 years' experience in maintaining an existing windows environment preferred.
6. Experience with following technologies: Windows Server, Active Directory and Group Policy Management, MS SQL Server, VMWare or comparable solution, VEEAM or comparable backup solution, VoIP phones, Patch Management, VPN, Microsoft 365, and Scripting.
7. Experience with the following technologies a plus: Cisco routers/switches, T-SQL statements, Azure, Entra ID.
8. CompTIA Network +, Server + or other certifications a plus.

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.