

Job Summary: Systems Administrator

Policy

- A. This job summary describes the requirements and responsibilities of the Systems Administrator at Vital Care Inc.
- B. This job position is an exempt position.
- C. This job summary must be signed before the end of orientation.
- D. This job summary will be used as part of the employee's 90-day performance review/evaluation.
- E. This job summary will be used as part of the employee's annual performance review/evaluation.
- F. This job position requires the signature of a Non-Disclosure Non-Competition Agreement at the time of hire.
- G. This job summary lists key components of the position. However, not all tasks that may be assigned to this position are listed. Additions to the job summary may be made at any time by the Director of IT based on the needs of the company.
- H. This job position shall be responsible for working hours necessary to complete assigned duties within established parameters.

Job Summary

The Systems Administrator is responsible for the implementation, maintenance, and improvement of the company's software programs including billing programs, databases, security applications, and office productivity and utility programs.

This position has no supervisory responsibilities.

This position reports to the Director of IT.

Qualifications

- Bachelor's Degree in a computer related field preferred;
- Microsoft certification preferred;
- Prior experience in role that involved the evaluation and improvement of integrated computer systems;
- Excellent problem solving skills;
- The ability to prioritize projects and work independently;
- Excellent organizational skills;
- Excellent communication skills.

Physical Requirements

Task	Estimate
<i>The employee must be able to:</i>	
Use computer monitor and keyboard for extensive periods.	6 hrs per day
Lift and move computer equipment weighing up to 50 lbs.	As needed

Job Responsibilities and Functions

- Carries out projects delegated by the Director of IT in the specified time frame.
- Maintains current knowledge of marketplace trends and issues related to network design and security.
- Maintains current knowledge of industry regulations related to network and information management, including HIPAA Security
- Oversees the ongoing implementation of CareTend and other billing/collection databases and software.
- Performs ongoing gap analyses and needs assessment of the company's information management, network design, and applications needs.
- Recommends improvements to the company's information system to the Department Director.
- Plan and implements projects that improve the company's network design, information management design and information utilization.
- Maintains all necessary documentation of network design, maintenance, testing, auditing, and issues.
- Maintains a library of reference books, FAQs, technical bulletins and other documents related to the company's network, computer applications, and security.
- Participates actively in the business continuity planning for the company. Implements the disaster recovery/business continuity plan in emergencies.
- Educates other company departments on issues related to computer applications and network utilization and security.
- Participates in multi-department meetings, team projects, and educational program.
- Participates in decision making regarding the design, implementation, and utilization of the company's network, office applications, and information databases.

- Participates in industry associations related to general computer issues, networks, or computers in health care.
- Oversees inventory, monitoring, purchase and repair of network equipment and applications for office productivity or security.
- Is available to company staff to answer questions or troubleshoot issues with software applications and network issues.
- Works with other departments on software customization, report design, database file issues, and other software/programming issues.
- Takes initiative to research computer problems/issues independently in order to provide answers to staff questions.

Orientation Signature

The signatures below indicate the employee received this job summary during his/her orientation process.

Employee Signature:	Date:
Manager/Director Signature:	Date:

New Assignment or Revision Signatures

The signatures below indicate the employee received this job summary due to a new assignment or a revision of the job description.

Employee Signature:	Date:
Manager/Director Signature:	Date: