



**Position: Systems Administrator**  
**Facility Name: PA Convention Center**  
**Location: Center City Philadelphia**

**POSITION: Systems Administrator**  
**DEPARTMENT: Information Technology**  
**REPORTS TO: IT Manager**  
**FLSA STATUS: Salaried Exempt**

### **Summary:**

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Systems Administrator for SMG PA Convention Center. The Systems Administrator will be responsible for assisting in the planning, implementation, support, and maintenance of the Pennsylvania Convention Center existing and future server, desktop, phone, and backup systems.

### **Essential Duties and Responsibilities**

- Implements, configures, supports, and manages a traditional Microsoft-based server environment including MS-SQL, ADFS, Windows Active Directory, Windows Group Policy, DHCP, DNS and Windows 2012 application servers.
- Implements, configures, supports, and manages Cisco Blade Servers and Chassis.
- Responsible for ensuring the integrity and security of the Pennsylvania Convention Center stored data.
- Makes recommendations to management for hardware/software enhancements based upon study and analysis of the current environment.
- Assists help desk personnel in providing support when required.
- Works with other IT staff members and, when necessary, business unit partners to ensure effective systems solutions and prioritization of work.
- Develops detailed and comprehensive technical documentation, studies, and reports.
- Establishes and maintains effective relations with others including Pennsylvania Convention Center management, staff, and vendors.
- Performs other job related duties as assigned.

### **Supervisory Responsibilities**

This position supervises the desktop support full and part time employees.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Work Experience**

- High school diploma or equivalent required.
- Bachelor's Degree in Computer Science or related field, or related experience.
- Minimum of three (3) years of hands-on, verifiable experience configuring, implementing, supporting, administering and managing Microsoft infrastructure framework and Windows Server environment, including but not limited to:

- Active Directory, Group Policy, DHCP, and DNS
- Minimum of three (3) years of hands-on, verifiable experience with installing, hardening, patching, maintaining, upgrading, and managing Microsoft computing environments (including operating systems and server software) per the latest Microsoft best practices.
- Minimum of three (3) years of hands-on, verifiable experience in configuring, maintaining, and managing Windows Hyper-V, Microsoft Windows Hypervisor, and Microsoft System Center Configuration Manager.
- Xirrus wireless solutions is desired but not required

### **Skills and Abilities**

A demonstrable level of relevant technical competency and experience in related areas including but not limited to:

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- A thorough understanding of the OSI network model, Ethernet, and TCP/IP networking.
- A practical level of experience implementing and administrating common TCP/IP-based services, including but not limited to: DNS, LDAP, DHCP, HTTP, FTP, SSH, SMTP.
- A working knowledge of common network monitoring and security utilities.
- Demonstrable experience using root-cause analysis to troubleshoot system and other IT-related problems and issues.
- Strong verbal and written communication skills (including experience in developing and maintaining technical documentation), interpersonal skills, and a commitment to quality and providing exemplary customer service required.
- Must be able to work flexible hours commensurate with event schedules and event needs.

### **Certificates, Licenses, Registrations**

Evidence of any or all the following certifications is highly desirable:

Microsoft MTA, MCSA and/or MCSE

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

Specific vision abilities required by this job include close vision for review of programs and data reporting for long periods of time.

### **Hours of Work and Travel Requirements**

This position will generally work standard business hours, but the candidate may be required to work off-schedule hours including holidays and weekends.

**Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**To Apply**

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume and cover letter which includes salary requirements to:**

Nikia Jackson- HR  
PA Convention Center  
1101 Arch Street  
Philadelphia, PA 19107  
Email- [jobs@paconvention.com](mailto:jobs@paconvention.com).  
Fax: 215-418-4823

Applicants that need reasonable accommodations to complete the application process may contact- 1-800-428-9000

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.