

**RSR GROUP, INC.  
JOB DESCRIPTION**

**POSITION TITLE: Linux Systems Administrator**

**TITLE OF IMMEDIATE SUPERVISOR: Senior Linux Systems Administrator**

**DATE SUBMITTED: May 2021**

**LOCATION: Headquarters – Ability to Telecommute to Part Time**

**POSITION SUMMARY:**

The Linux System Administrator is responsible for effective installation/configuration, operation, and maintenance of systems hardware, software and related infrastructure. The system administration tasking will be focused on improving the stability and performance of the system, 24x7 website uptime, maintaining and improving the security posture of the systems, continuous monitoring of system health, and troubleshooting issues that arise.

**REGULAR DUTIES AND RESPONSIBILITIES:**

Installs, configures, and maintains Linux operating systems. Performs new software installation, system upgrades, routine maintenance and updates to comply with security standards.

Performs analysis of new equipment and software for upcoming projects.

Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity.

Proficient in tasks such as shell scripting, creating cron jobs, analyzing log files, managing user accounts and groups, configuring iptables, and setting up mail services.

Responds to telephone calls, email and personnel requests for technical support concerning systems operation. Diagnoses system hardware, software and operator problems.

Coordinates activities with other personnel in information systems group.

Provides updates, status and completion information and problem-request tracking system to manager, and/or end users via Jira ticketing system, voicemail, email or in person.

Replaces defective or inadequate software packages.

Uses open source tools, monitor systems, hardware troubleshooting, tracks and documents problems to ensure a timely resolution.

Responsible for dealing with hardware and software vendors as well as technical support issues.

Setup and configure virtual machines through VMware ESXi version 6.0 or later.

Assists in maintaining the physical hardware associated with the VMware environment.

Participates in failure and disaster recovery rehearsals using VMware.

**EMPLOYEES SUPERVISED:** None

**QUALIFICATIONS:**

Bachelor's degree (B.A.) from a college or university and at least five years related experience and/or training; or equivalent combination of education and experience. Minimum 3+ years of VMware experience. Ability to effectively communicate (verbal and written correspondence) in a professional and courteous manner with technical and non-technical personnel. Capable of working with dispersed teams. Strong technical aptitude with the ability to research and solve complex issues independently. Experienced IT professional with a broad range of knowledge including but not limited to: Linux Red Hat (RHEL), CentOS, Bash scripting and VMware ESXi 6.0 or later. Knowledge of LAMP stack, Python Scripting and MySQL preferred, but not required.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee is frequently required to lift up to 50 pounds. The vision requirements include: close vision and ability to adjust focus. The physical demands of this job 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.

**DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE DISCRETION OF THE MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.**