

This position is full time. Salary DOE with health and retirement benefits provided. Send resume, cover letter, and [job application](#) to Alturas Analytics, Inc., 1324 Alturas Drive, Moscow, ID, 83843, or email hr@alturasanalytics.com.

This position is full time and requires the candidate to be on-site in Moscow, Idaho. Depending on experience and skillset, this position will be responsible for varying degrees of the duties and tasks listed below.

Job Title:

Systems Administrator

Position Summary:

The Systems Administrator provides support to the IT Department and the Director of Information Technology and performs planning, evaluating, testing, deploying and troubleshooting for all IT systems at Alturas Analytics, and performs end user support for all IT related issues.

Essential Duties and Tasks:

- Planning and designing of IT systems such as physical/logical network, server specification, service provisioning, system integration, data backup/restore, electronic records archiving
- Certain development work such as Watson CDISC exports and other small-scale applications
- Performs testing, deployment and maintenance of computer and network systems including hardware, software, peripherals, data backup, data archiving etc
- Provides technical support to all Alturas Analytics, Inc. personnel with various computer related tasks including hardware, software, configuration and security troubleshooting
- Drafts validation plan and test scripts for computerized systems validation, reviews, verifies and executes test scripts as needed
- In conjunction with the Director of IT, may supervise staff and organize and monitor work progress
- Contacts and works closely with vendors and service providers for problem resolutions
- May work with compliance inspectors and auditors when needed
- May work on running network cables around the company premise
- Performs other duties as needed or assigned

Education and Experience Requirements:

- A Bachelor's or Associate degree in Computer Science or Management Information System or related fields
- 4-5 years of work experience in systems administration, IT help desk or related fields
- An equivalent combination of education and experience may qualify the appropriate personnel for this position

Skills and Abilities Requirements:

- Excellent knowledge in Microsoft Windows server and client OS and Office products
- Working experience of PC hardware, printers, switches, routers, cabling and other network equipment

- Excellent understanding of TCP/IP protocols, network security, user account management, deployment tools, anti-virus, firewall and intrusion detection, file and database backup/restore
- Excellent understanding of email server, client access protocols
- Good understanding of 21 CFR Part 11, GLP, GCP and other regulations applicable to Alturas Analytics (on-the-job training will be provided)
- Previous experience in a regulated laboratory is a plus
- Familiarity with scripting languages
- Good understanding of databases/SQL
- Skills in verbal and written communication
- Ability to work independently most of time

Physical Requirements:

- Must be able to stand and work at counter heights of 36-40 inches for up to 8 hours per day
- Must be able to alternate sitting and standing for up to 8 hours per day
- Must be able to sit in front of a computer monitor for up to 8 hours per day
- Must be able to work in crawlspace and on roof for cabling