

Organization: **Youth & Family Services (YFS)**

Department: **IT**

Position: **Information Technology Systems Specialist**

Status: **Full-Time**

Reports to: **Information Technology Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Bachelor's degree in computer science or related technology field preferred. 1 year experience with Windows Servers, Hyper-V and Active Directory. 1 year experience with Office 365 Cloud Services and Power Shell. 1 year experience supporting firewalls with VPN remote services. 1 year experience configuring and managing wireless network, switches, printers, and cameras/door security. Ability to maintain confidentiality. MCTS, MCITP, or Security + certification preferred.

Essential Functions:

- Install and administer Windows, Scale, UniFi, and Cloud Servers.
- Install, configure, and maintain network infrastructure and security systems (cabling, switches, firewalls, printers, cameras, door security, and wireless access points and security protocols- work station).
- Perform network administration and system automation tasks.
- Configure, install, and maintain Windows, Apple and Android hardware and software.
- Provide user support for hardware and software problems.
- Develop and maintain appropriate systems of documentation.
- Participate in cross training with IT department staff.
- Provide user training as required.
- Develop and support data management systems. (Kaseya, UniFi Network, xGen-UltraSync, Paxton, GW Security)
- Provide back-up coverage with IT department as required.
- Maintain growth of computer skills.
- Perform additional duties as assigned by supervisor.
- Assist in securing the non-federal match as required.
- Manage internet service, website hosting accounts and website security & backups (CJIS, Datto, Graphus, Bullphish, and Ninite).
- Manage phone system and phone service accounts.
- Support and maintain Cloud Systems and Services. (Azure Backups, Microsoft Exchange Online, Microsoft Teams, SharePoint, Azure Systems, AD 2FA, Pro Active Security & third party adaptations)

Environmental Functions: 1) Perform duties in a controlled office environment and remotely. 2) Perform some hardware maintenance, repair and installation work. 3) Lifting, reaching, bending, and climbing occasionally. 4) Ability to lift up to 50 lbs. 5) Travel between agency buildings.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!