



Engaging communities. Empowering individuals.

**Action Pathways, Inc.**  
**Job Vacancy Announcement**

Title	Type	Date Opened
Jr. Systems Administrator	Full Time/Non-Exempt	08/12/2017
Department/Location	Entry	Closing Date
Corporate-Finance	\$16.13/hr	8/18/2017

**Required Education & Experience:**  
 Associate’s Degree in Computer Science, Management Information Systems, Information Science or other computer related fields. Three to seven years related experience in planning, installing, maintaining and monitoring network systems. An equivalent combination of education and experience in a computer technical field will be acceptable. Appropriate technical certification is preferred.

**Conditions of Employment:**  
 Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post offer employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver’s license and own transportation. Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause. Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

- General Duties and Responsibilities:**
- Maintain and administer all network workstations and laptops, diagnose, troubleshoot and resolve hardware, software or other network and system applications or problems.
  - Install, troubleshoot, test and resolve problems with computer software and hardware. Configure program to meet department’s needs. Establish and perform regular maintenance programs following company standards.
  - Exhibit good customer service skills to internal customers, prompt and efficient resolution in the completion of duties.
  - Evaluate and/or recommended purchases of computers, hardware and software and develop and document system standards for computer and network devices.
  - Develop and conduct various trainings and instruction for system users on operating systems.
  - Investigate, recommend and install enhancements and operating procedures and monitor performance for adjustments.
  - Maintain confidentiality with regard to the information being processed, stored or accessed by the network, inventory of equipment and parts to accelerate repairs as needed and maintain site licenses.
  - Develop Web framework for corporate, public and private facing websites under direction of IT Manager.

- Knowledge:**  
 Applicant must be able to:
- Ability to work under pressure.
  - Employee must be able to work well with a wide variety of people.
  - Have a clear understanding of IP protocols and related internet functions.
  - Provide direct technical support including desktop configurations, maintenance and troubleshooting.
  - Must be dependable and trustworthy. Follows instructions, responds to management direction and takes responsibility for own actions.

**How to Apply:**  
 Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at [www.actionpathways.ngo](http://www.actionpathways.ngo). Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of Human Resource.

**“An Equal Opportunity Employer”**  
**Action Pathways, Inc. hires only United States citizens and lawfully**  
**Authorized aliens who are in compliance with the**  
**Immigration Reform and Control Act.**