

**POSITION:**  
**Senior System Administrator**

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**Department:** Information Technology  
**Position Reports To:** Chief Information Officer, Information Technology  
**FLSA Status:** Exempt

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**ABOUT THE HUDSON RIVER PARK TRUST**

Hudson River Park is a dynamic, 4-mile-long park along the West Side of Manhattan serving millions of visitors each year and featuring distinctive and varied landscaped public piers, gardens and lawn areas, athletic fields, esplanades, docks, public art and other special features. The Park was created by New York State legislation in 1998 that also created the Hudson River Park Trust (“Trust”) as a public benefit corporation a mission to design, construct, maintain and operate this unique space that also includes a 400-acre Estuarine Sanctuary and numerous habitat enhancements. Along with other income streams, the Trust depends on revenues generated from select commercial uses and concessions located within the Park’s boundaries to support its operating expenses so that it can fulfill its long-standing commitments to sustainability, community engagement, and delivering serving the public through operation of a vital urban resource that enhances the quality of life for residents and visitors to NYC.



**JOB SUMMARY**

The Senior System Administrator will report to the Chief Information Officer of Information Technology (IT) and working closely with other IT staff to support the maintenance, configuration and support of networks, end user and server environments. In addition, the Senior System Administrator from time to time may be tasked to provide project management support elsewhere within the Information Technology Unit of the Trust. The successful candidate shall manage IT systems, projects, and tasks and help implement technology plans established by the Chief Information Officer, Information Technology. The Senior System Administrator must be able to work independently, provide assistance and direction to staff, and make timely, sound decisions.

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## ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS

- Maintain and develop IT infrastructure across on-premise, virtual, and cloud environments
- Fully manage and support network infrastructure including routers, load balancers, firewalls, and managed switches
- Keep current on cybersecurity practices and solutions to secure networks and data across all networks/endpoints
- Manage network and cloud storage to ensure system availability and resiliency
- Perform administrative tasks including but not limited to management of Active Directory, Azure, and Microsoft 365
- Manage and support server infrastructure including but not limited to applications, database, and other server roles
- Monitor server and network performance to address issues and recommend solutions for optimization and efficiency
- Troubleshoot system and application issues across multiple environments and operation platforms
- Able to manage assigned projects with minimal supervision in a timely manner
- Assist with project planning, budgeting, and procurement for technology and cross-departmental initiatives
- Prepare scopes of work and procure solutions and services needed by department and as assigned
- Ability to communicate effectively and manage multiple conflicting priorities simultaneously
- Design and implement solutions to complex applications problems, system administration issues, or network concerns.
- Plan and coordinate projects and tasks associated with the installation of server, network, and storage technology
- Maintain end-user support requirements including computers, printers, phones, and mobile devices
- Provide onsite/remote support and serve as an escalation point to help desk in identifying and resolving issues
- Develop and provide end-user support and training when necessary
- Maintain system documentation and end-user help instructions
- Participate in on-call support rotation in response to emergencies and willing to work scheduled evenings/weekends/holidays
- Ability to perform CAT-5 RJ45A and RJ45B wiring and keystone punch downs, patch panel installations, cable terminations, testing and troubleshooting
- Familiarity with fiber optic connection types and hardware such as transceivers, enclosures, cassettes and cables

***Other Duties:*** This job description is not intended to cover all the activities, duties and responsibilities that are required of the position. Other related duties and responsibilities may be assigned at the discretion of the Trust.

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## EDUCATION AND EXPERIENCE REQUIREMENTS

- Must have bachelor's degree or Certificate from an accredited institution in Information Technology or other related field, or substantial documented experience. Must have a minimum of 5 years' experience of which at least 3 years of supervision dealing with personnel and resource management.
- Must be proficient in the following technologies:
  - Working knowledge of Azure, Microsoft 365, and Exchange Online
  - Working knowledge of Windows server and desktop operating systems
  - MacOS and Linux is a plus
  - Working knowledge of VMware vSphere or similar virtual host platform
  - Working knowledge of HPE ProLiant Servers and iSCSI storage systems
  - Working knowledge of TCP/IP, DNS, DHCP, SMTP and other protocols
  - Working knowledge of routers, load balancers, switches, and firewalls
  - Familiarity of IDS, IPS, EDR and cybersecurity threat technologies
  - Familiarity with Proofpoint Email Security
  - Familiarity with Microsoft Dynamics GP, Sharepoint, and SQL Server
  - Familiarity with scripting and task automation
  - Familiarity with Unified Messaging System is a plus
  - Familiarity with Microsoft Intune Admin Center and iOS devices is a plus
  - Familiarity with Ricoh, HP, and Canon MFPs and Plotters
  - Familiarity with APC Symmetra and Smart-UPS battery backup solutions

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## KEY COMPETENCIES REQUIRED

- Strong analytical ability and able to communicate with staff at all levels.
  - Strong organizational skills including ability to prioritize and multi-task.
  - Strong written and verbal communication skills.
  - Ability to troubleshoot, isolate, and resolve technical issues.
  - Ability to work well both on a team and independently
  - Driver's license valid in New York State.
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## WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Ability to work in a standard office environment and in the field as needed
  - Ability and willingness to drive cars and carts.
  - Must be able to lift up to 50lbs
  - Some direct physical labor (lifting, bending, squatting, etc.) is expected.
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## COMPENSATION

Competitive salary dependent upon the applicant's experience and qualifications; \$95,000-\$105,000. Excellent benefits package including: paid holidays, vacation time, sick and personal time, transportation allowance, medical, dental, vision, life, LTD and paid family leave insurance, and participation in New York State pension system.

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## APPLICATION PROCESS

Interested applicants should submit a cover letter to the Vice President of Human Resources demonstrating interest in the position and a resume to [resumes@hrpt.ny.gov](mailto:resumes@hrpt.ny.gov). Indicate job code: SR SYS ADMIN26 in the subject line of the email. No phone calls please.

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## EQUAL EMPLOYMENT OPPORTUNITY

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov)*

**More information on the Hudson River Park is available at:**

**[www.hudsonriverpark.org](http://www.hudsonriverpark.org)**