JOHN G. ULLMAN & ASSOCIATES, INC.

COMPREHENSIVE FINANCIAL MANAGEMENT SERVICES

IT Systems Administrator - Corning, NY

John G. Ullman & Associates, Inc. is seeking a Systems Administrator to join our Firm. This is an essential position in our company, and will play a role in supporting the company's strategic plans to grow and expand the business.

Role: Working from the Corning Office, the Systems Administrator will be responsible for three key functions in our Information Technology operation, including Systems Administration, the Help Desk, and Programming & Scripting.

Systems Administration duties will include provisioning, installation, configuration, operation, and maintenance of systems hardware and software and related infrastructure; technical research and development to enable continuing innovation within the infrastructure; ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational values and enable staff to do their jobs efficiently. The Systems Administrator will ensure the highest level of protection is implemented and upgraded for security; set up new hardware, attach to network (including cabling), install software, and test to insure proper function; maintain virtualized environment including upgrades as needed; maintain user based security access and domain administration; perform routine maintenance on systems including patches.

Help Desk duties will include staffing the Help Desk, which will include anticipating and troubleshooting possible user problems; work with employees and departments in the use of technology; engineering solutions for various project and operational needs including hardware and software; perform routine maintenance and repairs of hardware; maintain Email and Database systems; review, maintenance and testing of backup systems;

Programming and Scripting duties will include light scripting, using PowerShell and some programming using c#.net to create customized reports and to produce information to support the business needs of the firm.

Qualifications: The successful candidate must have a 2-year degree in Computer Technology, a 4-year degree or the equivalent in training and experience is preferred. The successful candidate must have 3-5 years of experience, working in a high secure information technology office environment and has demonstrated the ability to perform all three of the key functions of this position. Must be able to work with Microsoft Office, VMWare, Hyper-V Active Directory, MS Exchange, Microsoft SSRS, MS Remote Desktop Services, etc.; knowledge and experience working with Microsoft T-SQL, Visual Studio, Cisco is preferred. Position requires close attention to detail, follow-up on actions, a sense of urgency, troubleshooting skills, a great deal of diplomacy, and ability to handle stress. Professionalism in all facets of the job is a must, along with providing exceptional client service. Must be able to work directly with team members and other departments within the Corporation.

Company: John G. Ullman & Associates is a different kind of Wealth Management Company. Our "one firm" model provides high net worth individuals and families a single place to turn for all aspects of their financial lives, including financial planning, wealth management, and "special projects" catered to their unique needs. Our relationships with our clients are long-standing, often spanning decades and multiple generations. Our headquarters is in Corning, New York, in the beautiful Finger Lakes Region, with a second office in Rhinebeck, in the Hudson Valley region of New York.

To Apply: if you are interested in applying please e-mail a letter of interest and resume to Scott Schoonover at schoonovers@jgua.com . Please indicate you are applying for the IT Systems Administrator position and use reference code JGUA-IT.