

# Battery Park City Authority

## A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



## Come Grow with US!

**Great Community!**

**Great Benefits!**

**Great Work Culture!**

**Job Title:** Senior Systems Administrator  
**Job Status:** Full-time  
**Department:** Management Information Systems  
**Location:** 200 Liberty Street New York, NY 10281

As of January 6, 2022 all new hires must be vaccinated against the COVID-19 virus as defined by the CDC, unless they have been granted a reasonable accommodation for religion or disability.

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### **POSITION SUMMARY:**

The Senior Systems Administrator is responsible for the maintenance, configuration, and reliable operation of BPCA's computer systems, network servers, and virtual environment. Other responsibilities include maintaining day-to-day functioning of BPCA's hardware and software systems, including diagnosing, troubleshooting, and training users on technical issues; implementing upgrades and repairs to systems; and maintaining an inventory of all technology related equipment.

200 Liberty Street, 24<sup>th</sup> floor, New York, NY 10281

[www.bpca.ny.gov](http://www.bpca.ny.gov)

**Essential Duties:**

- Build, implement, and support the server environment, including supporting an upcoming migration of BPCA's on-premises assets to Microsoft Azure
- Maintaining the health of server systems and resolving issues
- Maintain Domain Group Policies, Active Directory infrastructure, LDAP, DNS, and DHCP
- Implement and maintain user logon policies and scripts
- Implement and maintain file security and other network access for users
- Maintain security level patching on all servers, in coordination with the Deputy Director of IT
- Implement and maintain desktop and laptop images for standards and ease of report and new equipment distribution
- Maintain and monitor daily backup of systems and data
- Implement, monitor, and maintain Microsoft Azure solutions related to computer, storage, network, and security
- Install configure, and maintain desktop computer software and upgrade as necessary
- Provide helpdesk assistance and training to users to solve technical issues on hardware and software, including Dell and Apple desktops, laptops, mobile devices, printers, scanners, and copiers, as well as the Microsoft Office and 365 suites, Microsoft Dynamics/Great Plains, Paramount Workplace, Procore, KnowBe4, and OpenText
- Responsible for resolving issues related to mobile devices, printers, scanners, and copiers
- Maintain standards on mobile devices
- Maintain an inventory of all technology related equipment
- Develop and maintain project management documentation for IT initiatives
- Assist the Deputy Director of IT in maintaining up to date documentation on policies, procedures, and protocol
- Remain updated on new technology trends through technical training, and reading relevant industry periodicals, and books
- Perform other duties in the scope for the job as required by the Director of IT or the VP of Administration & Strategic Planning
- Available for nights and weekends occasionally, for trouble shooting problems or project work

**Education and Experience:**

A minimum of three (3) years of experience in an IT role; a Bachelor's degree in a related field (Business or Computer-related field of study) is preferred.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**Skills (Minimum):**

- Microsoft Server 2008/2012/2016/2019
- Symantec Endpoint Protection Manager, Active Directory, Exchange Server
- Windows 10, Microsoft Office 365
- Strong experience in cloud computing, storage, network, and security
- Strong knowledge of Backup, Restore, Recovery and high availability strategies for Microsoft Azure environments
- VMware, Storage technologies (RAID, NAS Storage)
- Protocols TCP/IP, RDP, DND, DHCP, WINS, FTP/SFTP, TFTP, SMTP
- Project management, Workflow planning, Systems installation, Configuration, & Upgrading
- Excellent communication skills and the ability to work well with all levels of business users in a professional manner
- Passionate about learning new technologies and self-motivated to keep skillset up to date with evolving Microsoft platforms.

**Skills (Preferred):**

- Hands-on experience in the following platforms – Microsoft Azure, Microsoft Endpoint Manager (Intune) and Microsoft 365.
- Holds certifications in the following – Microsoft Azure Fundamentals (AZ-900) and Microsoft 365 Fundamentals (MS-900)
- Experience in Microsoft Azure Active Directory and Conditional Access policies.
- Experience migrating Group Policy Objects to Microsoft Intune / Endpoint Manager.

**Physical Requirements:** Some bending, periodic moving and lifting of computer hardware.

[Apply Here](#)

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