

OPEN POSITION

**Systems Architect/Team Leader
Information Technology**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Systems Architect/Team Leader in the Society's Providence, RI headquarters. He/she will undertake complex projects requiring additional specialized technical knowledge. This person must be able to make well thought-out decisions, coordinate with users to determine requirements and ensure that system improvements are successfully implemented and monitored to increase efficiency. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all local and wide area network connections, servers, associated software and communication links while ensuring minimal network downtime. As a team leader, this individual is expected to provide supervision, guidance, direction and leadership to other system administrators and project teams to ensure compliance with standards and best practices.

Come and be part of an extraordinary collection of talent who support the Society's Computing Services.

RESPONSIBILITIES:

- Provide technical expertise and leadership in the development of the Society's computing infrastructure
- Install, configure, manage and ensure optimal operation of all network hardware and equipment, including routers, switches, firewalls, UPSs, etc.
- Recommend, schedule, and perform network improvements, upgrades and repairs on all network hardware and equipment
- Receive and respond to incoming calls regarding network connectivity problems or other data center emergencies
- Monitor industry trends. Conduct research on network products, services, protocols, and standards in support of network development efforts. Evaluate, recommend and write proposals for purchase networking hardware and software products
- Understand and adhere to security standards, policies, guidelines and protocols
- Serve as a consultant to senior management and IT staff on new projects and long-term system strategies, ensuring technology meets business needs and is deployed and maintained as effectively as possible
- Oversee design, implementation and administration of critical technologies, including: backups, VMware Infrastructure, storage and email environment
- Drive continuous improvement of server infrastructure to maximize system availability, performance, flexibility and business continuity
- Communicate to the team any assignments, projects, actionable events, and/or issues in need of resolution and time lines for completion. Monitor and report on the status of projects and review completed work to ensure team is meeting performance expectations

QUALIFICATIONS - Expert knowledge and experience in several of the following areas is desirable:

- Systems and network design and development
- Cisco ASA Firewalls, HP Switches, current network protocols and services (TCP/IP, SMTP, DNS, DHCP)
- UNIX operating systems (Red Hat), Windows operating systems and VMware Vsphere
- Active Directory, Microsoft SQL, Exchange
- Analytical and problem solving skills with the ability to prioritize based on immediate needs
- Written, verbal and interpersonal skills with a polished and professional manner

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in the field of computer science or information systems and/or 5+ years related work experience

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: <https://home.eease.adp.com/recruit/?id=11213561>