POSITION ANNOUNCEMENT
Finance and Administrative Division

IT Systems Administrator

APA is seeking an **IT Systems Administrator** to be based in Tacoma, Washington. Qualified individuals who excel in highly collaborative environments where ideas are freely shared, where feedback is graciously received, and workloads are shared for the good of the team and of the organization, are encouraged to apply.

The IT Systems Administrator, under the direction of the Chief Technology Director, is responsible for maintaining and improving APA's Microsoft 365 environment with an acute focus on information security. This person will be a key innovator in improving APA's business processes through technologies like Power Apps, Power Automate, and Power BI. The IT Systems Administrator will also assist in supporting all of APA's technology systems, including desktops, servers, and communications hardware and software.

Responsibilities:

Cloud Infrastructure:
– Oversee the full migration of on-prem Microsoft services to the cloud.
– Configure, maintain, and monitor Hyper-V servers and workstation.
– Configure, maintain, and query Azure SQL Server databases.
– Implement and proactively monitor security and system health reports to identify areas for improved application security, efficiency, and reliability.
– Work with the IT team to implement, deploy, and update end-user device policies.

Microsoft 365 Administration:
– Ensure the proper and consistent use of Microsoft products including access management, the creation of SharePoint and Teams sites, and the creation and use of shared mailboxes.
– Ensure APA's data retention policies within SharePoint, Teams, and OneDrive are followed and all intellectual property is secured and accessible only by those who need it.
– Configure and monitor Exchange mail flow rules, monitor audit logs, and create email usage reports.
– Monitor data usage and storage and address any issues as they arise.
– Improve operational efficiencies and reporting using Microsoft's Power Platform applications.
– Review and evaluate requests for implementing 3rd party applications and connectors, new SharePoint sites, and external user collaborations.

- Integrate approved 3rd party apps with Microsoft single sign-on and multifactor authentication.
- Stay up to date on Microsoft's current technologies and road maps and identify technologies that would improve APA's information security posture and/or improve business processes.
- Create and edit PowerShell scripts.
- Troubleshoot and resolve IT tickets regarding Microsoft apps.

Training
- Oversee training programs for Association staff that highlight topics such as effectively using Microsoft's collaboration tools, best practices for OneDrive and email management, and M365 tips and tricks.
- Provide employee training for any changes or updates to M365 apps, and training for any new M365 apps that will be implemented.

System Administration
- Assist and back up the IT team as needed with tasks such as desktop and end-user support, website support and updates, backups and restores, phone and network support, hardware replacement and installation, and resolving IT help desk tickets.

Interpersonal
- Show empathy to employees when troubleshooting technology issues and actively listen to others with the intent to understand first.
- Enjoys problem solving by analyzing issues, discovering opportunities, and implementing root cause solutions.

Qualifications and Experience:
Education
This position requires a bachelor's degree (B.S) or university program certificate in information technology, computer science, or a related field; or two to four years related experience and/or training; or the equivalent combination of education and experience. Current Microsoft certification(s) are preferred.

The Company:
APA is a non-profit trade association whose members manufacture the majority of the structural wood panel products manufactured in North America, plus a host of engineered wood products that include plywood, oriented strand board, glued laminated timber (glulam), cross-laminated timber (CLT), wood I-joists, structural composite lumber, and mass timber. APA is committed to creating growth in engineered wood products for North American member companies.

Compensation and Benefits:
The salary range for this position is $85,000 to $105,000 annually. The starting rate is dependent upon experience. Benefits include:

- Paid vacation starting at 2 weeks per year.
- Paid sick leave accruing at 12 days per year.

- 401(k) Retirement Plan.
- 11 paid holidays for 2023.
- Medical, dental and vision for employee and dependents.
- Life and Accidental Death & Dismemberment insurance.
- Long-Term Disability insurance.
- Employee Identity Theft Protection.

The complete job description is available upon request.

To Apply:
For confidential consideration, qualified applicants should submit a cover letter and resume to hr@apawood.org.   We thank all applicants for their interest, however only those under consideration for the role will be contacted.

If you require reasonable accommodation in completing the application process, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Manager by email at hr@apawood.org or by mail to HR Manager, 7011 S 19th St, Tacoma WA 98466.

For more information, please visit our website at www.apawood.org.

APA is an Equal Opportunity Employer.