

Kurz-Kasch, Inc.

System Administrator Requirements and Description of Position

September 11, 2009

Kurz-Kasch, Inc. has been a leading manufacturer in Dayton, Ohio since 1917. Kurz-Kasch has embarked on an organic and acquisition growth strategy.

Following is summary of the requirements and a description of the position:

System Administrator Minimum Requirements

- Base position will be in Miamisburg, Ohio.
- Computer related Associates degree or equivalent experience
- Certifications and/or Licenses are a plus
- 10 – 25% travel time potentially required to satellite locations
- Ability to lift 35 lbs
- Possess a valid drivers license from the state of residence
- Must be able to work occasional evenings and weekends when upgrades or projects require

System Administrator Responsibilities

- Support 30+ servers and 250+ users in desktop computing needs
- Support VOIP phone system with 175+ devices
- Support layer 3 network hardware configurations and management
- IT break/fix determination and resolution
- Experience in team environment
- Experience maintaining manufacturing and plant floor systems and processes
- Experience working in a large environment working with Service Desk to take customer incidents and resolve using ticketing system
- Other analytical analysis, including report writing and due diligence as needed.

System Administrator Knowledge Requirements

- Windows Server 2003 and 2008 (including: Active Directory, DNS, DHCP, Group Policy, and Security Management).
- Office 2003 & 2007 Product Support
- Exchange 2007 end user support w/ HTTP/RPC
- IBM BladeCenter, SAN and NAS
- Dell workstations
- Citrix Presentation Server
- MS SQL Server
- Knowledge of EDI (Electronic Data Interchange) in a manufacturing environment
- Crystal Reports
- ShoreTel VOIP phone solution
- VPN and Terminal Services
- Understanding Layer 3 switching w/Cisco and Dell network hardware
- Symantec Backup Exec
- An understanding of voice and data communications principles. Knowledge of communications protocols
- Ability to think independently and find creative solutions to problem
- Basic network cable making