



The Company

Carriere Family Farms has been a family-owned company for 130 years, where we farm walnuts, rice, and almonds in the Northern Sacramento Valley. Additionally, we process and pack walnuts for global customers from our facility and office headquarters in Glenn, CA.

We are proud of our legacy and reputation based on a foundation of family tradition, commitment to quality, and taking care of our people. We are seeking knowledgeable and motivated individuals to add to our legacy and help us with our ambitious growth plans, currently underway.

We offer a competitive compensation and benefits plan including health, dental, and vision insurance, health savings account (HSA), 401(k) retirement plan with excellent match, bonus plan, paid time off, long term disability and life insurance plans, employee assistance program, and more.

Our can-do attitude and enthusiasm toward our growth plans provides for a unique, once-in-a-career culture to become a part of daily. Hard-working, fun, inclusive.

Position: Systems Administrator

We are seeking a Systems Administrator whose desired career path is to grow and learn alongside accomplished business leaders, while having a direct impact upon a growing business. This is a new position and a new function for Carriere Family Farms, as we are transitioning from outsourced information systems support to our own in-house function. The Systems Administrator will report directly to our Chief Financial Officer and will be the first fulltime information systems professional to join our team.

Key Result Areas:

Network Management:

- Evaluates and recommends optimal solutions for onsite vs. cloud-based software, servers, applications, and data files.
- Manages cloud-based services for files, systems, applications, data, web-based applications, and access.
- Monitors and maintains onsite servers, operating systems, backup systems, and virtualization.
- Maintains user network: cabled and wireless, LAN, WAN, VPN, remote access, active directory for user management.
- Manages connectivity including fiber internet, cellular, intranet (access points/cabled).
- Manages all network communication systems including hardware, software, phones (Allworx), IP/network phones – including virtual office phone integrated with cell phone.
- Works with current IT support TPA to transition duties inhouse, while maintaining an effective relationship with TPA for future support, if needed.

Information Systems Performance:

- Maximizes system uptime performance by proactively monitoring performance and to resolve issues before they become downtime incidents.
- Ensures planned downtime for maintenance is scheduled for non-working hours.
- Develops response plans for trouble-shooting all locations to resolve/repair problems as they arise and prepare for disaster recovery backup.



- Trouble-shoots and repairs network or systems failures involving software, hardware, peripheral devices.
- Establishes adequate documentation standards to organize network performance and development processes.
- Produces reports and measurements as needed for system activities, problems, and utilization.

Security:

- Maintains systems security, protection, and access control over IT hardware/software, peripheral devices, networks, applications, data, user access, VPN, internet, door access, video systems and more.
- Remains current on developing security technologies and associated threats.
- Establishes and monitors programs as needed to ensure adequate data backup integrity is established and maintained.

ERP System Implementation:

- Serves as key contributor for the successful implementation of new ERP system (transition from QuickBooks – ERP system selection in progress).
- Coordinates with ERP vendor on integration of bolt-on applications to the primary ERP (i.e., Lab/QC, preventive maintenance, HRIS, etc.).
- Coordinates with ERP/other software vendors and production managers on the implementation and integration of Manufacturing Execution Systems (MES) with the primary ERP.

User Support:

- Provides system administration for existing server, user, database, and internet applications, defining user needs and identifying alternatives as appropriate.
- Provides hardware & software technical support to users (primarily Dell PCs, MS Windows Operating System and Office applications, Apple iPad).
- Provides training and assistance with user-based applications, customized reporting, and data needs.
- Provides overall technical support and/or training for users as needed.
- Develops technical user guidelines regarding LAN, WAN, intranet, internet, and security activities.

Position Requirements:

Education:

- Bachelor of science degree in Information Systems or related major, or equivalent education gained through employment sufficient to meet the educational requirements of a bachelor's degree.
- CCNA, MCSE, MTA, or similar certifications preferred.

Experience:

- Prefer two or more years performing the day-to-day administration of a company's information systems network, including but not limited to trouble-shooting network performance and security, installation and/or maintenance of all system hardware, system connectivity and communication, user helpdesk management, etc.
- Experience implementing ERP system conversion preferred.
- Candidates recently completing an IT related degree who do not yet have relevant work experience will be considered.

Knowledge, Skills, & Abilities:



- Ability to evaluate, recommend, and implement strategies and improvements to the information system that will best fit the needs of the operation.
- Knowledge of Windows and/or Linux platforms.
- Knowledge of MS Office 365, including Exchange Outlook email.
- Understands the operational characteristics of local and wide area network systems and a variety of communication systems and devices.
- Skilled at troubleshooting technical PC, network and system hardware and software problems.
- Ability to develop technical documentation and training materials.
- Ability to provide responsive, professional customer service to our users when they require assistance.