Systems Administrator

Doxpop, LLC, an information services company, is looking for a systems administrator to join its operations team. The successful candidate will assist Doxpop in information technology operations by performing system, network, database, and application administration tasks and related activities. Doxpop partners with local and state governments to make information and services available via the Internet and mobile technologies.

The ideal candidate will have experience in system, network, database, and application administration in the context of Linux (Debian, Ubuntu), PostgreSQL, Java, and cloud (AWS) systems and applications. The successful candidate will have responsibilities related to monitoring and assuring ongoing operation of Doxpop and interfaces with external systems, applying security updates and other upgrades to servers, deploying our custom applications in various environments (production, testing, development), PostgreSQL database administration tasks, administering our network, backup, monitoring, notification and VoIP phone systems, assure safe storage of backup media at an offsite location, automate tasks using Ansible, and other information technology tasks as assigned.

The position requires: a broad understanding of computer, database, and networking technologies; excellent written and oral communication and interpersonal skills; ability to read and write programs and scripts across the range of languages and tools we use; the ability to create, document, and maintain software you have written; the ability to integrate and enhance software written by others; the ability to work independently and with others as a team; the ability to gracefully accept direction from others and sensitively give direction to others, working flexibly as both leader and follower as projects or tasks require; and, an attitude of cheerful service in occasional opportunities for interaction with customers, government data providers, and technical partners in other organizations.

The person accepting this role should live near or be willing to relocate to Richmond, Indiana. Benefits include medical, health savings account, retirement, short- and long-term disability, and matching gift program. Applicants must be currently legally authorized to work in the United States. Doxpop values workplace diversity and is an equal opportunity employer.

We are accepting applications on a rolling basis.

Candidates should expect to provide contact information for at least three work-related references, including someone who has supervised their work, someone with whom they have collaborated closely as a team member, and someone for whom they have provided guidance or supervision.

Please email your letter of interest and resume to Ray Ontko <rayo@doxpop.com>.