



SYSTEMS ADMINISTRATOR

Full-time

Posting Number:	HR071114	Posting Date:	August 17, 2026	Date Available:	Immediately
Position Summary:	The Systems Administrator provides day-to-day support and maintenance of the hospital's server, network, endpoint, and Microsoft 365 environments. This position serves as a key technical resource for operational support, user assistance, system maintenance, and infrastructure reliability while working under the direction of the IT Manager.				
Essential Job Duties:	Maintain and support Windows Server environments, Active Directory, Group Policy, Microsoft 365, endpoint systems, wireless networks, VPN access, and basic network infrastructure. Perform routine systems administration tasks, including account management, permissions administration, system monitoring, and maintenance activities. Provide Tier 1 and Tier 2 technical support for infrastructure, endpoint, and system-related issues. Assist with hardware and software deployments, upgrades, and lifecycle replacement activities. Support Electronic Health Record (EHR) systems and related clinical technologies as directed. Assist with patching, endpoint protection, multi-factor authentication support, and backup verification processes. Document system configurations, procedures, inventory records, and support activities. Escalate complex infrastructure or application issues to senior IT staff, vendors, or external support resources as appropriate. Participate in after-hours maintenance activities and occasional on-call support as needed. Support technology projects and operational initiatives assigned by IT leadership. Perform other duties as assigned.				
Qualifications:	Required: Minimum 2-4 years of experience in systems administration, desktop support, or IT infrastructure support. Experience supporting Microsoft Windows environments. Knowledge of Active Directory, Microsoft 365, Windows Server, and endpoint support. Strong troubleshooting and problem-solving skills. Excellent customer service and communication skills. Ability to prioritize multiple support requests and operational tasks. BLS/CPR required. Preferred: Experience with VMware virtualization or another Hypervisor environment. Experience supporting wireless and network infrastructure. Experience with Microsoft 365 administration. Experience supporting healthcare applications or EHR/EMR systems. Previous healthcare, Critical Access Hospital, or rural healthcare experience. CompTIA Network+ and CompTIA Server+.				
Position Wage Range:	MIN:	\$37.67	MAX:	\$51.94	Exempt/Non-Exempt: Salaried (Exempt)
Schedule:	Days:	Mon – Fri (including shared rotating on-call coverage)			Hours: 8:00 am – 4:30 pm
Department/FTE:	Information Technologies		FTE:	1.00 FTE; 40 hours per week	
Position Attire:	☒ Business Casual/Office – Professional ☒ Casual or clothing suitable for manual work, when required.				
Benefit Summary:	Benefits include Group Medical (employee's premium is paid by the hospital); voluntary plans for Dental & Vision offered. Insurance benefits become effective the first of the month following hire date. Dependent coverage is also available. Employer-paid basic plans for Life, Long-Term Disability, & Short-Term Disability with buyup options available. Voluntary Life with guaranteed issue. HSA & FSA plans are offered. A complimentary 24/7 Employee Assistance Program (EAP) for all staff is available.				
Physical Requirements:	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY		HR USE ONLY	
MAIL OR APPLY IN-PERSON:	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517		
APPLY ONLINE:	www.threerivershospital.net		
HR CONTACT EMAIL:	opportunity@trhospital.net		
Three Rivers Hospital is an equal opportunity employer.			