

Application Systems Administrator

Recognized for more than 25 years of growth in visual data mining technologies, Salient delivers a lightning-speed solution that empowers people and impacts business at all levels. As an industry leader, we attribute our success to our cutting-edge technology and to the contributions of our dedicated, forward thinking employees.

We offer a fast-paced work environment focused on the professional development of all employees. As part of our generous compensation package, Salient offers paid time off between Christmas and New Years. We foster open communication and are committed to a team oriented environment.

We are seeking an Applications System Administrator to establish, monitor and remove licenses and user accounts for Health and Human Services agencies. This is a full-time position that will be located in Horseheads, NY.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and/or abilities required.

Education/Experience

- B.S. degree in Business or Computer Science field preferred
- Minimum 1-3 years of related experience

Primary Duties & Responsibilities:

- Maintain proficiency of the user account administration and architecture
- Clearly document and ensure adherence to process and procedures
- Provide user access ensuring that access is only to information for which they are approved
- Monitor and remove agency and/or user access to the application as soon as identified
- Perform periodic assessments to validate appropriateness of agency and user access privileges
- Assist users to resolve access issues
- Maintain records documenting user access actions and approvals
- Control and monitor user licenses across HHS agencies
- Maintain consistency of Salient timekeeping across tools and client billing

Preferred Skills or Knowledge

- Strong attention to detail
- Strong customer service focus
- Excellent communication skills
- SharePoint and MS Office tools
- Database knowledge
- Visio and process mapping capabilities

Measures of Performance

Ability to successfully and accurately organize and manage user licensing and access controls across multiple agencies, attention to detail for accurate timekeeping and billing, and demonstrate strong communication, teaming and coordination skills.

Salient Corporation is proud to be an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, marital status, military status, veteran status, age, national origin, citizenship, ancestry, disability, predisposing genetic characteristics, domestic violence victim status, or any other status protected by law.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.