

Network Systems Administrator

FLSA Exempt Status: Yes

Pay Range: \$65,000 to \$80,000

Job Specifications: Full-Time: Monday-Friday 8:30 am – 5:00 pm (Extended hours required)

Description and Requirements

The Network Systems Administrator performs technical work installing, operating, maintaining and providing support for all network operations, computer based technologies and printers. Candidate must have a strong working background and knowledge of Cisco network technologies, Microsoft Windows OS and server hardware. Must also be able to work through technical issues as they arise with accuracy and speed. Must be comfortable with configuring, installing, managing and troubleshooting complex network issues on network appliances, Windows servers, and Cisco infrastructure technologies. Must be organized and personable, with a great attitude, be able to work well in a team environment and meet deadlines under pressure. Must have excellent work ethic, including consistent performance, reliability and attendance. Candidate must be detail-oriented, and understand the importance of properly documenting change logs. Must be available 24x7x365 and have the ability to handle simultaneous multiple projects and be a self-starter.

Education Training and Experience

- Bachelor's degree in Information Systems, Computer Science, IT Certified Training or equivalent
- Certifications: Cisco CCNA, Microsoft MCSE a plus
- Experience: 5+ years in an IT Network Operations Environment, 5+ years with Cisco switching and routing, 3+ years Cisco Firewalls, 1+ years with Cisco VoIP

Technical Requirements

- OS and Systems: MS Windows, Hyper-V, VMware, Citrix, Exchange
- Networking: Cisco switches and routers, DNS, DHCP, TCP/IP, LAN, WAN, VPN, monitoring tools
- Security: Cisco Firewalls, End Point Protection
- Authentication: AD, MFA, TACACS, RADIUS
- VoIP: Cisco UCS, Call Manager, Unity, IPCC

Duties and Responsibilities

- Administer IT systems and infrastructure.
- Lead IT projects, including the design, testing and deployment of new IT systems and services.
- Help develop IT strategies, architecture, and processes.
- Work with key personnel to analyze operational requirements across the organization to develop and implement IT solutions.
- Assess vendors and develop test strategies for new hardware and software.
- Troubleshoot hardware and software issues related to networks, infrastructure and desktops.
- Monitor network hardware, software performance and operations.
- Maintain backup/restore schedules and test disaster recovery systems.
- Follow CIS Controls and maintain systems patched and secured.
- Employ and follow IT infrastructure and operations best practices.
- Implement, follow and enforce network security policies and protocols.
- Create and maintain PowerShell scripts for system administration automation.
- Maintain system change logs.
- Provide support to network users.
- Working knowledge of network security systems, applications, procedures, and techniques.