

Senior IT Network Admin

Job Description

Reports to and works with the Director of Information Technology (IT) to implement the company's Information System's Architecture Development Plan; takes a leadership role in implementing new technology, processes and reporting tools; manages and optimizes the company's IT and communication networks, hardware, processes and controls; interfaces with IT technology users training them in the use of new technology, and responding to their requests for assistance.

General Descriptive Responsibilities and Tasks

Networking

- Assists in the planning and implementation of additions, deletions and major modifications to the supporting infrastructure company-wide.
- Implements network security at the corporate level as established.
- Recognizes necessary network improvements and makes suggestions to IT Director.

Telephony

- Plans, manages and develops upgrades to telephone systems on a company-wide basis.
- Makes recommendations to IT Director regarding company-wide phone system upgrades; executes upgrades as directed by IT Director.

Asset Management

- Helps decide, in conjunction with corporate leadership, which software and hardware products and other equipment are most suited for deployment.
- Oversees IT-related asset purchases on a company-wide basis.
- Manages software licenses on a company-wide basis.

Internal Systems/Knowledge Base/Hands-on Skills

- Microsoft Server 2003 - 2016
- Including Full Domain Administration, Group Policies and Migrations, WSUS, DHCP, DNS.
- Microsoft Exchange 2007 - 2016
- Knowledge of Multiple Flavors of Linux (Redhat, Ubuntu)
- VMWare vSphere Esxi & VCenter Server 6.5
- Veeam Availability Suite Enterprise Plus 9.5
- Backup & Replication
- Cisco VPN/Router/Firewall architecture

- Including VLAN's and VOIP
- Cisco/Adtran/HP Managed switches
- Dell Servers & Storage/Idrac
- Network Security and Design
- Computing skills using PC Windows Environment

- Communication/Collaboration
 - Serves as key participant in team meetings.
 - Effectively communicates relevant IT-related information to superiors and peers in other practices.
 - Confronts issues openly and quickly.
 - Handles difficult personnel situations directly, using appropriate discretion, HR advice, and respect for the individual.

- Management
 - Serves as focal point for all inter-office IT-related matters company-wide.
 - Ensures that appropriate network managers are monitoring, analyzing and evaluating performance and working on resolution of identified degradation trends and problem areas (Performance Management).
 - Ensures that support for around-the-clock information transfer, storage, and processing is timely, efficient and meets the service levels required.
 - Assist budgeting projections on a company-wide basis.

- Leadership
 - Leads IT related process improvement projects.
 - Pursues excellence in all aspects of business.
 - Possesses the expert knowledge to identify opportunities for change and the ability to convey the need for change.
 - Builds expert knowledge in our industry and conveys knowledge to others.

- Teamwork
 - Evokes creative and innovative thinking from team members while helping them to bring their ideas and career plans to fruition.
 - Works across practice to share lessons learned and best practices.

- Client Management
 - Anticipates internal client's needs and proposes alternative business solutions.
 - Continually seeks and capitalizes upon opportunities to increase internal client satisfaction and deepen client relationships.

- Internal Operations
 - Easily recognizes areas for internal improvement and develops plans for implementation.
 - Lends expertise to internal teams and task forces.
 - Reviews the status reports of team members across projects and addresses issues as appropriate.
 - Complies with and enforces standard company policies and procedures.

- Other duties as assigned.

Education and Experience

- Bachelor Degree in relevant subject matter such as Information Technology, Engineering, Business Systems or certifications in specific IT subject matter required.
- 5-10 years of experience in administering IT networks, processes and controls, and responding to IT customer support requests.

Keywords

- Microsoft Server 2003 & 2008
- Microsoft Exchange 2007
- Cisco VPN/Router/Firewall architecture
- Cisco /HP Managed switches
- Microsoft SQL Server 2008
- Network Security and Design
- Computing skills using PC Windows Environment