

Selas Fluid Job Specification

Job Title:	System-Network Administrator
Reports to	IT Manager
Last Updated:	August 2010

Position Summary

Support the establishment and maintenance of computer server systems and network components.

Key Areas of Responsibility

- Design and deployment of large multi-server Microsoft networks.
- Deployment and administration of Active Directory.
- Installing, maintaining, patching and upgrading servers OS up to Windows 2008 and client OS up to Windows 7. This includes Advanced server administration (planning, implementing, optimizing, tuning, troubleshooting, etc.) for Windows.
- Setup and maintain network data backup/restore and off-site storage. This includes monitoring the logs daily for issues and ensuring backups are being done in accordance with Company's IT policy. Maintain and enforce disaster recovery procedures.
- Create and maintain procedures, Visio diagrams, work instruction etc. related to system/network. Liaison with Group IS for network design/implementation.
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
- Light programming (usually scripting, which involves writing programs to automate tasks).
- Perform network utilization/assessments/monitoring. Provide monthly utilization and up-time reports for all Company locations.
- Configuring and maintaining Cisco router/routing, switch and related products.
- Configuring and maintaining Bluecoat Proxy/Web Filtering and related products.
- Rack mounting hardware in a data center environment. Replacing hot swappable server, router, and switch components.
- Configuring and maintaining NetApp SAN or similar products.
- Configuring and maintaining Juniper VPN or similar products.
- Design and deployment of VMware or Hyper V servers.
- Troubleshooting LAN & WAN issues and resolving network outages. This includes providing primary support for the LAN/WAN infrastructure. This support includes design, new installations, maintenance, and monitoring of the switches, routers, wireless access points, Juniper VPN.
- Participate in after-hours network support and preventive maintenance duties.
- Provide technical guidance to Help Desk staff and provide supplemental IT Help Desk support
- Support and maintain McAfee AV installations and policy.
- Support the IT infrastructure at various project site offices in US and overseas.
- Performs other responsibilities associated with this position as may be appropriate or directed by the Department Manager.

Required Skills
<ul style="list-style-type: none"> • Experience and advance knowledge of Windows environment..
<ul style="list-style-type: none"> • Advanced knowledge of storage area networks and RAID arrays. Microsoft OS.
<ul style="list-style-type: none"> • Advance Knowledge of Cisco Networking environment and related networking components.
<ul style="list-style-type: none"> • Strong customer support and service skills. Communicates well with others both written and verbal.
<ul style="list-style-type: none"> • Effective analytical and problem-solving skills.

Education/Experience
<ul style="list-style-type: none"> • BS or BA degree in Computer Science, Electronics, or Network Engineering is preferred.
<ul style="list-style-type: none"> • CCNA, MCSE certification required. CCNP certification preferred.
<ul style="list-style-type: none"> • Minimum 3 years network communications and server engineering in a CISCO/Microsoft environment.