Network Administrator

This is a full-time position. Resumes may be emailed to lfrysinger@midcomm.org.

Network Administrator Job Responsibilities:

- Assist in network design and implementation.
- Provide network support with a variety of operating systems.
- Installing and configuring network equipment to update or fix hardware/software issues.
- Maintain network connectivity of all computer workstations and peripheral devices.
- Provide network support to users.
- Maintain servers and associated hardware, applications, services, and settings.
- Assist with the development and monitoring of policies for the use of network resources.
- Implement and manage disaster recovery and back-up.
- Evaluate and recommend security improvements and system upgrades.
- Monitor computer systems and network to ensure optimal performance.
- Create and maintain network users/permissions.
- Test release of products to minimize user impact and ensure compatibility.
- Create technical support documentation for systems and applications.
- Updating virus protection software to keep data and communications protected.
- Communicating networking issues to other employees and management.
- Assist in training of new users.
- Fixing software and hardware issues for users as requested or from inspection of the systems.
- Keep up to date on technology trends and help determine 'fit' within organization.
- Manage helpdesk system.
- Stage and deploy end user PCs and hardware on routine replacement cycles.
- Test and install new software for individual users.

Network Administrator Qualifications/Skills:

- Fundamental knowledge of networking concepts, services, and protocols.
- Proven network engineering, network operations, and network performance analysis skills.
- Hands-on technical troubleshooting capabilities.
- Ability to work independently under minimal supervision.
- Knowledge of computing infrastructures.

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- Familiarity with server management and monitoring tools.
- Exceptional critical thinking and problem-solving ability.
- Proficiency with scripting languages.
- Strong interpersonal skills to assist non-technical individuals with complex technical issues.
- Ability to pay attention to detail without losing view of the overall 'big picture'.
- Excellent project management skills.
- Initiative and desire to learn.

Education and Experience Requirements:

- 2+ years of experience in a network administration role.
- Previous experience with Microsoft Windows Server 2008, 2012, and 2016 preferred.
- Previous switch/route experience preferred.
- Previous experience with VMware ESXi preferred.
- Experience with O365.
- SIP/VoIP Telco experience beneficial.

General Requirements:

- Regularly walks, stands, and sits
- Regularly works on a computer for approximately 6-8 hours a day
- Ability to lift 60 pounds unassisted
- Ability to climb a ladder
- Ability to drive to other office locations as needed
- Maintain a high degree of confidentiality.
- Regular and predictable attendance, including punctuality.
- Ability to work from home as necessary.
- Ability to work extended/off hours as necessary.