

NETWORK ADMINISTRATOR

POSITION SUMMARY:

Patrons Oxford is looking for a network administrator with a minimum of 5 years' experience in building and maintaining a virtual Windows server environment; to include hosting of both virtual servers & virtual desktops. Strong server skills while working with onsite and remote IT team members. This position reports to a remote IT Manager and needs to be comfortable being a team lead when needed.

The position will be responsible for all server administration including hardware & O/S upgrades, software installation & configuration while working with outside vendors as needed, and also comfortable with Active Directory administration. Administer local network to include cabling, switching & routing, and firewall administration & maintenance, with assistance from Sr. network staff as needed. Assist with maintaining internet circuits connectivity. Guide and train Jr. network administrator while working as a team. Ability to communicate effectively on a daily basis to support & assist remote IT manager.

PRINCIPAL ACCOUNTABILITIES:

Local environment:

- Implement, configure, maintain, & upgrade hardware & software based on the partnership that aligns with corporate initiatives & priorities.
- Assist IT Manager with researching new technologies to enhance and leverage current technical solutions.
- Resolve all problem issues concerning networks, PC's, hardware, software, and backups.
- Install and maintain software and hardware to stay in compliance with current corporate security practices, protocols, and industry standards.
- Create & maintain up to date documentation, to include network topology, software licenses, and any daily production tasks.
- Maintain a secure and virus free environment by ensuring up to date anti-virus & malware protections are in place to include critical alerting of potential threats.
- Assist the IT Manager and other team members in his / her absence.
- Critical team member in disaster recovery planning, testing, and implementation.
- Ability to change direction quickly and react calmly to stressful situations when troubleshooting end user technical issues.

Delivery, Productivity, and Entrepreneurial Spirit

- Display effective time management to complete assigned work / projects in a timely manner while proactively communicating up to date status for all related topics.
- Organizes tasks and work responsibilities to achieve objectives and meet deadlines.
- Exhibits a growth and continuous improvement mindset through identifying opportunities to improve team processes and gain efficiencies.

Business Insight and Judgement

- Demonstrates sound judgement in decision making by effectively applying knowledge gained from known issues while considering other perspectives and corporate goals.
- Stay abreast of industry trends to knowledge share and brainstorm with members of team.

Communication and Relationship Building

- Form collaborative partnerships with customers, other stakeholders, and team to ensure clear expectations and meet department goals.

- Effectively conveys appropriate messaging based on the audience in a professional manner while considering all situations both in person and in writing.
- Partners effectively with vendors and outside parties.

*This job description is not all inclusive and may include additional duties if needed.

JOB REQUIREMENTS

EDUCATION:

4-year college degree

MCSE (Microsoft Certified System Engineer)

CCNA (Cisco Certified Network Associate)

5+ years working in and supporting a Windows / Cisco network environment.