

Pixstar Corporate Position Description



Position Title:

Network Administrator

Position summary:

Primary responsibilities include network planning, architecture design, engineering, operational and change management activities related to the company's distributed infrastructure. Manage upgrades and license verifications, fault detection, escalation and repair. Assist developers with code roll-out and operational troubleshooting, identifying opportunities to increase operational efficiency, planning and implementing single system installations, and overall system availability. Comply with all company security policies and procedures. Provide a stable and efficient network environment that maximizes availability, capacity and performance of the system. Promote best practices by sharing lessons-learned and improvement suggestions with management, technology related focus groups, and peer groups. Must be able to focus on several tasks simultaneously and still be able to take on last minute additions as necessary. Must demonstrate project prioritization skills and interact daily with end users at all levels. Additionally, the Network Administrator must demonstrate composure and professional manner when under pressure and present a professional image at all times.

Position Tasks:

- Manages the deployment, monitoring, maintenance, development, and support of IT systems, including networks, databases, servers, PCs, operating systems, and associated hardware.
- Works with LAN Operations Manager and Project Managers to define business and systems requirements for new technology implementation.
- Ensure maintenance schedules for network and systems equipment are adhered to (i.e. patches, hot fixes, software and hardware updates).
- Practice asset management for IT hardware, software and equipment.
- Stay current with the latest technologies and solutions in support of IT efforts.
- Assist in the development and implementation of all functional IT policies, e.g. E-Policies, and procedures.
- Maintain and update requirements for voice/data and priority applications.
- Monitor protocol compatibility, performs system tuning, and make recommendations for improvement.
- Assist with the design of the network architecture, design of network infrastructure, and plan/design LAN/WAN/wireless solutions.
- Perform network problem resolution and assists in the development and documentation of technical standards and interface applications.
- Support of Business Intelligence end users in general level II support inquiries regarding enterprise performance and security.
- Evaluates new products and services, ensure vendor service level agreements (SLAs) and met.
- Monitor network traffic patterns.
- Works with telecommunications carriers for installation and troubleshooting voice and data circuits.

Required Skills Sets:

- Minimum of ten (10) years IT experience in planning, maintaining and supporting a network LAN/WAN environment.
- Strong technical knowledge of Microsoft networks and PC operating systems (Windows 2003 server, Windows XP).
- Strong technical knowledge of current network hardware, protocols, and standards.
- Proven experience in IT infrastructure planning development and operations.
- Extensive application support experience.
- Knowledge of applicable data privacy practices and laws.
- Understanding of project management principles.
- Ability to conduct and direct research into IT issues and products.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Extensive experience working in a team-oriented and collaborative environment.
- Exceptional customer service orientation.
- Knowledge of network security issues and methods for addressing them
- Experience with deploying and maintaining Windows Active Directory including LDAP lookups, DFS topology, Windows 2003/2008, Exchange 2003/2007.
- Knowledge of the following technologies and protocols: VPN/SSL VPN, General Network Design, General Network Security, TCP/IP, OSI model, network topology and design considerations including LAN/WAN technologies.

Experience And Education:

Bachelor's Degree in Computer Science, Information Systems or other related field preferred. Additional years of directly related job experience may be substituted for each year of college. Microsoft certification (MCSE/MCSA 2003 or 2008) is a plus.

Additional Attributes:

- Possess extensive experience in use of a personal computer running in a Microsoft Windows operating environment and all Microsoft Office Professional applications (Microsoft Word, Excel, PowerPoint, etc.).
- Demonstrate oral comprehension & expression by listening to and understanding information and ideas presented through spoken word and communicate information and ideas in speaking so others will understand.
- Show written comprehension & expression by reading and understanding information and ideas presented through written documents and communicate information and ideas in written form so others will understand.
- Present strong organization skills by utilizing organizational tools, time and methodologies to perform multiple simultaneous tasks at any given time in order to meet or exceed specific objectives and project milestones.
- Display professionalism by maintaining professional composure and effectiveness in a rapidly changing environment with high customer expectations.
- Possess excellent problem solving skills and the ability to actively participate in a team environment.