



JOB DESCRIPTION

Position: Network Administrator
Supervisor: Joey Anglin

Department: Information Technology
Classification: Full Time

General Purpose of Job: Manage and maintain the company's networking infrastructure, including LAN, WAN, Servers, and Security systems. Ensure reliable connectivity, optimal performance, and cybersecurity across all networking systems. Support business operations by troubleshooting network issues, implementing upgrades, and maintaining user access and security controls.

Essential Functions of Job:

- Perform hardware and software troubleshooting to resolve networking issues
- Perform hardware and software upgrades on network servers
- Apply software security patches as they become available
- Maintain company-wide endpoint protection software
- When necessary, serve as escalation point for the User Support team
- Perform other related duties as required

Educational and/or Experience Requirements of Job:

- High school diploma or GED required.
- Minimum of 3 years of experience in a network administration or related role
- Strong knowledge of VMware virtualization architecture and Storage Area Network (SAN) technologies.
- Strong working knowledge of routing and switching, wireless, including configuration of switches, routers, and next-generation firewalls.
- Experience managing and troubleshooting Windows Server and Linux environments.
- Proficiency in Active Directory (AD) and Group Policy management.
- Strong knowledge of Microsoft Entra ID, Microsoft Intune, and Microsoft 365 required.
- Experience with Veeam backup software for data protection and disaster recovery.
- Understanding of networking protocols, TCP/IP, VLANs, and VPNs.
- Proficiency in scripting and automation (e.g., PowerShell, Bash) is preferred.
- Ability to diagnose and resolve network performance issues quickly and efficiently.

Personal Demands of the Essential Functions:

- This person must be able to work independently without constant supervision.
- This person must be able to follow oral or written instructions.
- Promptness and reliability are a must. The ability to be at work at the scheduled time, stay until the scheduled departure time and be at work on a regular basis is crucial. There will be occasions to work during non-business hours.
- Confidentiality is imperative. The exposure to sensitive information regarding all aspects of the company is to be expected. The ability to protect that information is a must.
- Independence and self-reliance are very important as are cooperation and teamwork. Many tasks and duties will require the ability to work alone and determine the best course of action.