



JOB DESCRIPTION

Network Administrator

Summary

This position provides Information Technology support to the entire organization and reports to the Software Development Manager.

Essential Job Duties

- Cisco Network modeling, planning, and troubleshooting
- Assist users with hardware, software and telephone problems
- FortiGate Firewall maintenance and administration
- Network security
- Cloud network management – Microsoft Azure
- Installing and supporting local area network (LAN) and internet systems
- Administration of server software applications
- Webex Telephone administration
- Cisco UCS Datacenter administration
- VMWare virtual server administration
- Datto backup administration
- Complete administrative tasks, duties, and reports as required in a timely manner
- Other duties as required by the business
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Minimum 2-year AS degree in IT Administration, Network Administration, or similar field of study, BS degree preferred, or equivalent experience in related field
- Strong problem solving skills
- Ability to work both in team and individual environments
- Experience using and supporting Microsoft Office products
- Experience with Cisco networks (CCNA certification), Cisco telephone systems and VMWare are a plus
- Organized with excellent time management skills
- Embrace teamwork
- Ability to communicate effectively and work cohesively with employees at all levels

Physical Demands and Expectation

- Able to bend and lift up to 50 pounds.
- Able to climb stairs
- Able to sit for extended periods of time

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date