JOB DESCRIPTION

Network Administrator 2

Summary

The Network Administrator is responsible for supporting, maintaining, and improving the organization's network, server, and communications infrastructure across a manufacturing environment. This role ensures reliable, secure, and efficient IT systems that directly support plant operations and business functions. This position reports to the Software Development Manager.

Essential Job Duties

- Independently design, configure, and optimize Cisco network infrastructure
- Lead troubleshooting of complex connectivity and performance issues
- Administer enterprise servers and virtualization platforms
- Plan and execute network hardware upgrades and infrastructure improvements
- Manage backup, disaster recovery, and business continuity readiness
- Implement and maintain network security best practices
- Maintain accurate network diagrams and disaster recovery documentation
- Coordinate with vendors and manage technical service engagements
- Mentor junior IT staff as appropriate
- Ensure compliance with security and regulatory requirements
- Embraces teamwork
- 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

- Associate or Bachelor's degree in IT or related field, or equivalent experience
- 4+ years of progressive network and systems administration experience
- Demonstrated Experience in:
    - Cisco networking (CCNA or equivalent experience required; CCNP preferred)
    - Enterprise virtualization platforms (VMware preferred)
    - Backup and disaster recovery systems
    - Microsoft server environments
- Experience leading infrastructure projects
- Strong documentation and organizational skills
- Ability to operate independently in a production environment
- Structured troubleshooting approach
- Accountability and reliability
- Strong time management and prioritization
- Customer service orientation
- Ability to work effectively in an industrial/manufacturing environment
- Commitment to maintaining confidentiality and data security

Physical Demands and Expectations

- Ability to lift and carry up to 50 pounds occasionally
- Ability to bend, stoop, climb stairs, and work in server rooms and industrial areas
- Comfortable supporting systems in a live production environment

An Equal Opportunity Employer   This job description does not imply a contract of employment.
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