

POSITION DESCRIPTION

NETWORK ADMINISTRATOR

Reports To: Network Supervisor

Position Status: Non-Exempt

Supervises:

Effective Date: 6.27.14

GENERAL SUMMARY

The Network Administrator is responsible to the Network Supervisor and is responsible for installing, configuring and maintaining NKC's Local and wide area Network. The position is responsible for building networks, and maintaining external and internal web presence and administering the networks, including IP voice and data. Performs system backup on internal and external web network servers. Designs and support server system(s) and supporting software.

DUTIES AND RESPONSIBILITIES

1. Implement and support virtual server architectures in both HP Blade servers/SAN clustering technologies that provides scalability and high availability
2. Monitor the performance and perform maintenance over 60+ Windows servers to ensure reliability and uptime.
3. Maintain cyberREN EMR system hardware and operating systems.
4. Design, configure install and maintain virtual servers using VMware.
5. Implement and support virtual server architectures in Dell EqualLogic technologies that provide high availability using Microsoft Hype-V.
6. Update and support all NKC business systems including Accounting, Payroll (ADP) material management systems and time and attendance systems.
7. Support multi Microsoft Exchange 2010 server/cluster and 600+ mailboxes in order to meet and maintain appropriate service levels.
8. Install and support LANs WANs, network segments, internet and intranet systems, including IP voice and data.
9. Manage the components of the Exchange system architecture. including servers, PC, Thin-Clients, for all NKC locations and Physician/Labs as necessary.
10. Monitor and optimize the components of the system architecture including QUMO and internet lines.
11. Analyze new and modified network software / hardware in relation to installation requirements.

12. Implement new network systems software / hardware and modifications in an optimal manner without adverse effects on current production and testing and with minimal impact on development activities.
13. Analyze current LAN and WAN network systems / hardware, proposed modifications, and new software / hardware for impact on installation problems, and standards and procedures.
14. Maintain sample set of installation programs that are used to test effects of new or modified software for network.
15. Backup and restore data on the network level, test new or modified network software / hardware, using sample set, and analyze results.
16. Diagnose and resolve problems regarding the components of the network in Cisco environment.
17. Identify and document standards for use and operation of network system software, including NT or Windows 2003 and 2007.
18. Analyze production or testing problems to determine whether they are caused by network system software malfunctions.
19. Maintain virus protection software on all servers, including remote servers.
20. Performs configuration on cisco routers, switches, firewall and web vpn.
21. Troubleshoots and maintains NKC email systems.
22. Maintains appropriate security levels for all installations including software and hardware.
23. Assign configuration of authentication and authorization of directory services.
24. Maintain integrity of the network, server deployment and security.
25. Maintain Fax RightFax servers, A/V systems including Jabber
26. Maintain Cisco Identity Service Engine (ISE)
27. Performs other duties and responsibilities as may be required.

PLANNING

Responsible for overseeing total LAN and WAN network, including Internet and intranet.

SUPERVISION AND COORDINATION

Responsible for coordinating, directing, and participating in networks and wide-area networking and communicating with vendors and NKC staff.

EXTERNAL CONTACTS

Contacts with customer support, sales and marketing representatives, and with consulting programmers. These contacts are required to support microcomputer, mini systems and networks, including Internet lines and may include developing RFP's and reviewing and analyzing bids from vendors.

DECISIONS

The position reports to Information Systems Director on decision-making required for performing and supporting duties and responsibilities. The decisions are based on established procedures and practices.

JOB CONDITIONS AND PHYSICAL EFFORT

Must be able to communicate effectively in English over the telephone, in writing, and in person.

Duties and responsibilities are performed in an office environment.

Physical activities require ability to stoop, kneel, crouch, crawl, reach, sit, walk; push, pull, lift; use fingers to manipulate items, grasp; talk, hear; and repetitive motions of the wrists, hands and fingers.

The physical requirements include the ability to lift/move objects weighing up to 50 pounds occasionally, and lift/move objects weighing up to 10 pounds frequently.

Visual acuity is required to read, inspect work and work extensively with data on a PC.

CUSTOMER SERVICE STANDARDS

All staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork; Show professional competency.

EDUCATION and EXPERIENCE

The Network Systems Administrator should have a Bachelors degree in computer science or related subjects, or equivalent working experience.

The Network Systems Administrator should have the equivalent of two years previous experience working with a Microsoft or Novell network environment and Network for LAN/WAN, MCSE and/or CNE designation preferred.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of

all job tasks performed by people so classified.

REVIEW and APPROVAL

Scott N Strandjord

6.27.14

Vice President, Finance

Date

Edmund

6.27.14

Vice President Human Resources

Date