Network Administrator

JOB DESCRIPTION

Summary/Objective

The network administrator position helps users achieve optimum use of their computer networks by performing needs analysis, procurement support, installation, and problem resolution for the local/wide area and wireless networks. Responsible for configuration, operation, and administration of network hardware and communication links. Recommends appropriate computer tools to users including equipment software, documentation, and training. Defines and implements solutions to integrate desktop and shared devices into local/wide area and wireless networks.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Analyze users' needs. Recommends appropriate network configurations to meets users' needs and standards.
2. Implements and maintains switches, routers, firewalls, access points and Internet or Intranet devices and connections
3. Monitors and optimizes local and wide area networks for optimal performance, maximum availability, minimal maintenance, and reasonable costs.
4. Works with Systems Engineers to integrate voice, data, and video applications on local and wide area networks.
5. Keeps current on new developments and techniques in information technology
6. Respond to customer tickets and queries in a timely and professional manner
7. Maintain proper documentation on all internal and hosted network equipment
8. Analyzes, recommends, and evaluates new hardware, software, and communications products for network compatibility and applicability
9. Assists with preventative and fault isolation maintenance on local and wide area networks

Competencies

1. Technical Capacity
2. Communication Proficiency
3. Stress Management/Composure
4. Collaboration Skills
5. Customer/Client Focus
6. Flexibility
7. Teamwork Orientation

Work Environment

This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines. The noise level in the work environment and job sites can be loud.

Position Type/Expected Hours of Work

This is a full-time position and hours of work are Monday through Friday, 8:30am to 5:30pm. Frequent evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some projects may require more out-of-the-area and overnight travel.

Recommended Qualifications

1. 3+ years' of professional IT Support experience
2. Independent ability to research technical problems and solutions
3. High school education or equivalent required
4. Associates/Bachelor's degree or equivalent experience preferred
5. CCNA/JNCIA certification or equivalent experience highly preferred
6. In depth knowledge of local and wide area networks, wireless & wireless standards, switching platforms, etc
7. Experience with Juniper, Cisco, HP, Aerohive, Ruckus, and various networking technologies
8. Ability to communicate with technical and non-technical individuals
9. Experience configuring switches, racks, and ethernet cabling
10. Ability to lift 50lbs

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About Tek-Hut: Tek-Hut was founded in 2001 and provides Technology Solutions and Connectivity for Education, State, and local agencies. Currently we are the largest provider of internet service for education in Idaho and continue to expand our network and infrastructure services. We work with over 72 school districts across the state of Idaho and over 200 districts across the U.S.