

	ADMINISTRATION POSITION DESCRIPTION	Author Marc Handley IT Director
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Job Title

Network Administrator

Department

Information Technology

Position Reports to

Information Technology Director

Position Objective

To assist in maintenance, administration, and expansion of voice/data/video LAN/WAN from the PC level up. Responsible for IT related work for Revere customer projects. Employee will be required to travel as needed to customer sites to perform onsite technology related work from network design through implementation and training as needed. Candidate will develop standards for customer projects. Employee will be tasked with IT tasks and projects when not working on customer based projects but the primary responsibility of this employee will be to perform customer related IT Work.

Essential Job Duties & Responsibilities

- To install, upgrade, troubleshoot, and maintain network hardware, firmware, and software including but not limited to routers, switches, servers, and wireless networks
- To provide technical support to employees and customers as assigned
- To develop high-level expertise in various system hardware and software as assigned
- To troubleshoot and resolve network hardware, software and security issues
- To develop databases using Microsoft SQL Server, including tables, indexes, views, triggers, and stored procedures in conjunction with engineering applications and data logging
- To work with managers and users to identify and define system bugs and needed enhancements and to evaluate impact on other systems as well as project feasibility
- To provide training for personnel and customers on hardware and software
- To monitor compliance with all system procedures, policies, and applicable laws
- To document warranty, downtime, and maintenance notes in a systematic manner
- To carry out responsibilities in a manner to promote good public relations
- To maintain confidentiality of all business-related information
- To maintain proper and professional relationship with employees
- To be familiar with and follow company policies
- To perform database maintenance and manipulation as needed for special projects, database repair, customer data conversions, etc.
- To be responsible for network maintenance and troubleshooting from end-user support to core networking components

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- To maintain and audit company library of engineering software for internal use and report needs to IT Director
- To coordinate with management staff, support staff, technical personnel, vendors and customers to solve problems as required
- To prepare and solicit proposals for hardware and software solutions on customer projects

Secondary Job Duties & Responsibilities

- To assume and perform other tasks, and to assume such other responsibility as the IT Director and Chief Operations Officer may assign
- To serve as a member of various employee committees as assigned
- To serve as a back-up to other related positions
- Salesman (always represent the Revere solutions/culture/work ethic in all interactions with vendors, customers, potential customers, employees, and potential employees)

Position Skills/Qualifications

- A minimum of three years' experience with network systems, protocols, routers, switches, and vpn technology or equivalent combination of education/experience.
- A minimum of three years' experience in a local and wide area network
- MCSA/MCTS or equivalent experience required, MCSE/MCITP required within 6 months of employment.
- Extensive knowledge of computer network technology
- Working knowledge of server network protocols and Internet/Intranet applications
- Knowledge of computer applications
- Expertise in two or more of the following: Microsoft Active Directory, DNS/WINS/DHCP, Microsoft SQL Server, VOIP, Webpage development
- Proficiency with Windows Server 2000, 2003, 2008; Windows 2000, XP, Vista
- Knowledge of Fiber Optics, T1's and other interconnect methods and technology
- Demonstrated experience with Html, JavaScript, VBScript, .NET, C#, ASP.NET, and VB.net
- Working knowledge of SQL Server, IIS and publishing to IIS
- Strong communication and listening skills
- Ability to design and/or build systems and networks
- Skill in operation of listed tools and equipment
- Demonstrated ability to work with people as part of a team
- Excellent written and oral communication skills
- Good record keeping skills

Special Requirements

Valid driver's license and the ability to qualify for company insurance coverage
Travel is required as needed to customer sites to perform onsite technology related work.
Estimated to be 50 – 75%.

Tools and Equipment Used

Personal computer, including a variety of software, network, and Internet applications; scanner; copiers; printers, telephone, and miscellaneous testing equipment

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Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Working safely is a condition of employment.
- While performing the duties of this job, the employee is frequently required to sit, read, talk and hear.
- The employee is occasionally required to stand, stoop, walk and climb.
- The employee must be able to use his or her hands to operate, finger, handle, or feel objects, tools, or controls and to reach with hands and arms.
- The employee must periodically lift and/or move objects up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Ability to travel.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

- Work is performed mostly in office settings. Some fieldwork is required which may require overnight travel.
- Occasionally work is done in the field, which could be in a construction area and which could require the use of earplugs, hardhat, steel toe boots, and safety glasses. The work environment could be outdoors, hot or cold, noisy and/or dirty.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between Revere Control Systems and the employee and is subject to change by Revere Control Systems as needs of the company and requirements of the job change.

Employee Signature

Date