



**Adventist Risk Management, Inc.
Job Opportunity**

Job Title: Network Administrator
Department: Information Technology Services (ITS)
Category: Exempt
Supervisor: Vice-President, ITS
Location: Silver Spring, MD

POSITION SUMMARY

The Network Administrator's primary role is to provide day-to-day operational support of the network infrastructure with an emphasis on the routing and switching environment as well as management and support of the LAN / WAN, the virtual environment, and backup systems. Additional responsibilities would include overseeing the daily management and support needs of the security infrastructure to include firewalls, endpoint protection and network security monitoring systems. This position will also work closely with the Server Administrator in providing server and operations application support, maintenance and troubleshooting.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Strategy & Planning

- Work in conjunction with the contract Network Administrator and IT Manager to design and review new server systems, and infrastructure hardware; conduct capacity planning as needed.
- Participate in key process improvements as they relate to the client/server, network infrastructure and security environments.
- Collaborate with network engineering, operations application, and database administration function to ensure availability, reliability, and scalability of infrastructure systems to meet business demands.
- Assist in establishing and implementing policies, procedures, and technologies including routers, switches and firewalls to ensure infrastructure security.
- Assist in data center/server room security features, including HVAC control, environmental alarms, access restrictions, power control systems and so on.

Operational Responsibilities

- Serves as second level technical problem escalation resource
- Management of backup and replication systems for hypervisor, backup, server, network and security systems.
- Management of access control for infrastructure systems.
- Monitor and test system performance and provide performance statistics and reports.
- Management of upgrades patches and updates for operations infrastructure level systems.
- Manage enterprise directory services and supporting server infrastructure.
- As needed, execute modifications to infrastructure router/switch, backup and security server environment in order to improve efficiency, reliability, and performance.
- Develop and maintain training materials and related documentation.

EDUCATION, EXPERIENCE AND CREDENTIALS

- Bachelor's degree in the field of Computer Science or related field
- Four years relevant work experience preferred
- Network and Security: Preferred experience with Cisco security platforms such as Cisco ASAs, Cisco AMP, Cisco Firesight and Firepower, Cisco ISE, Wireless infrastructure, etc.
- Router / Switch: Preferred experience with Cisco routers and switches, VLAN design and support, etc.
- Virtualization: Preferred experience with virtual hypervisors such as Citrix and KVM.
- Backup systems: Preferred experience with enterprise backup systems such as PHD Virtual, Acronis, or Commvault
- Power systems: Preferred experience with APC power infrastructure components such as cabinets, racks, Power distribution units, online ups systems, etc.

- Project management skills is preferred
- Good written and oral communication skills
- Ability to conduct research into network infrastructure issues and products as required
- Ability to present ideas in business-friendly and user-friendly language
- Highly self-motivated and directed, with keen attention to detail
- Proven analytical and problem-solving abilities
- Ability to effectively prioritize tasks in a high-pressure environment
- Strong customer service orientation
- Experience working in a team-oriented, collaborative environment

If interested in the above position, contact ARM Human Resources immediately at 301-453-6983 or email your resume to rfiddis@adventistrisk.org by Feb 5th, 2020.