

NP Photonics, Inc.
Job Description

Job Title: Computer Network Administrator
Department: Finance
Reports To: VP Finance
FLSA Status: NA
Radford Job Code: 6423
Experience Level: 3 (Career)

SUMMARY

Directs and coordinates local area computer network activities by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Designs, specifies, configures, installs, and maintains local area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems, cabling, and Internet service providers
- Implements policies and procedures related to network hardware and software acquisition, use, support, security, and backup.
- Establishes and maintains network users, user environment, directories, and security.
- Trains users on software and equipment usage.
- Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs.
- Develops and communicates standards for use, operations, and security of network, personal computers, and data.
- Communicates with other departments to report and resolve software, hardware, and operations problems.
- Consults with department managers to develop system solutions consistent with organizational objectives.
- Researches and evaluates new technologies.
- Coordinates activities of hardware, software, telecommunications, support, and training vendors.
- Installs and tests software upgrades.
- Collects and analyzes network and memory utilization.
- Develops and implements disaster recovery procedures.
- Detect and remove malware from computers.
- Monitors server room environmental conditions and security.

- Available after hours and weekends to perform work that cannot be done during normal work hours.

DESIRED TECHNICAL SKILLS:

- Proven experience with the installation and administration of Windows Servers (including Windows 2000) running Active Directory, Exchange Server, MS SQL Server, data storage (RAID)
- Experience with ARCserve Backup, Qualstar Tape Library, 3Com Switches, Netscreen Firewalls, WiFi and VPN Tunnels (IPSec & SSL VPN).
- Experience with Visual Manufacturing a plus.
- Some HTML coding and PHP experience a plus.
- Experience with Salesforce.com a plus.