



Example of Network Admin Job Description

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Our company is growing rapidly and is looking for a network admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for network admin

- Testing, troubleshooting, and repairing all hardware, software, and LAN connections
- Performing backups and implementing necessary system security protections, in order to deny unauthorized access to system resources, IAW established regulations/instructions
- Develop and maintain the GCCS-J Software Media Library located within 336 TRS
- Review and make recommendations concerning any proposed changes in the GCCS-J system hardware configuration
- Determine requirements and provide all requests for purchase of GCCS-J computer equipment and software to ensure compliance with existing or proposed GCCS-J system architecture to the GCCS-J Training Manager or equivalent
- Report any occurrence that may impact the site's ability to conduct training on the GCCS-J computer system to the GCCS-J Training Manager or equivalent
- Maintain a continuity book of system administration procedures (to include, but not limited to equipment setup/shutdown, system access, diagrams, acquiring software,) for use in case of emergency/natural disaster situations
- Provide the required network engineering, design, implementation, and/or integration services, including, but not limited to, maintaining, confiest, perform preventive maintenance, implement or upgrade, and configure

- Using Government test equipment, identify problems and isolate them to specific fault locations
- Maintain the GCCS-J Training LAN C2 Systems "red-line" drawings, cable records, terminal locations, and specific LAN connectivity configuration

Qualifications for network admin

- Perform regular backup operations and data and systems recovery as required
- Review logs and procedures to report security issues to management
- Maintain an inventory of all operational, installed, and spare equipment/components on-site in a format provided by the GCCS-J Training Manager or equivalent
- Recommend changes to prevent the isolation of GCCS-J server and client workstations
- Minimum of a Associates Degree in a technical discipline .Related work experience can substitute for a degree
- Candidates must have a minimum of IAT Level I certification