



# Example of Network Admin Job Description

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Our company is growing rapidly and is looking to fill the role of network admin. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for network admin

- Provide front line phone queue support for customers in a courteous and efficient manner
- Procure and trouble shoot hardware issues
- Redirect problems to correct IT resources as needed
- Assists in the development and maintenance of network communications
- Role models safe behavior and practices, participates in safety and housekeeping activities
- Maintenance of DCS hardware and software applications to insure a high level of performance and reliability
- Provides technical expertise to optimize DCS system capabilities, and to resolve control system impacts on production, quality, costs, environmental, and other key factors
- Assessment of current installations and providing recommendations for improving effectiveness and utilization
- Manages system change to DCS to insure database integrity
- Assessment of technical training needs for DCS and facilitating skill acquisition for self and other Flint River users

## Qualifications for network admin

- Ability to work with others alone on projects
- WAN, LAN, WI-FI, WAN Optimization, Load balancer monitoring type of data circuit types such as MPLS, DMVPN, Internet connectivity
- Current Active Top Secret/Special Compartmented Information (TS/SCI), and

- IAT III / IASAE II certified as specified in DOD 8570.01-M and BBP 05-PR-M-0002 (CASP, CISSP (or Associate), CSSLP)
- BS degree in computer Engineering, Electrical Engineering, Systems Engineering or related engineering field with > eight years of experience or > twelve years of practical experience
- Bachelor's Degree (Computer Science)