



Network Systems Administrator Job Description

Job Title	Network Systems Administrator
Department	Colorado Department of Higher Education (DHE)
Division	Data and Research Division

POSITION PURPOSE

The Network Systems Administrator will use extensive knowledge and skills obtained through education and experience to maintain and enhance all network infrastructures at DHE. This includes overseeing all servers, firewalls, switches, and other equipment. The ideal candidate will play a role in revising DHE's security plan. Candidate will have extensive contact with internal customers, IT departments from the higher education institutions within the state of Colorado, and nationwide education organizations providing requested data to these parties.

The Network Systems Administrator works within the Data and Research division of DHE and directly reports to the Chief Research Officer.

ESSENTIAL DUTIES & Responsibilities

- Maintain the network infrastructure at DHE including all servers, firewalls, switches, and other equipment
- Upgrade network components as newer technology becomes available
- Implement new technology that benefits the employees of DHE
- Provide user support for all printer and workstation issues
- Ensure that backups of all server data are being performed daily
- Rebuild network components when necessary because of network crash or failure
- Update Cisco ASA Firewall and Switch configurations as needed
- Oversee Antivirus protection for all computers and servers in the office
- Administrate Exchange e-mail server for internal and remote connections
- Administer and maintain a disaster recovery location which includes essential file replication and remote access in the event of an emergency (E³Fort)
- Make technology recommendations of what hardware/software is needed at the server and user levels
- Manage new/existing user accounts for the internal network domain
- Oversee the patch management process for all servers and workstations
- Administer connections to the LifeSize video conferencing system, and video bridge
- Set up and support remote email access and general telephone usage on mobile devices
- Manage all IT related licensing contracts with our software vendor
- Oversee the IT Budget within the Data and Research Division budget
- Manage IT work studies

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Network Security

- Establish and maintain protocol for ensuring network security.
- Determine and administer user access, privileges and security.
- Be the CDHE liaison between the public institutions of higher education and the state Office of Information Technology. This entails monthly meetings and communicating incident reports, and collecting and providing feedback on security reports.

Hardware/software administration, implementation and development

- Order and set up new hardware as needed
- Provide leadership and advice on updating versions and patches of server software.

Requirements:

- Bachelor's Degree in Computer Information Systems, Computer Science, MIS, Business Intelligence, Engineering or related technical discipline. Equivalent work experience in the Information Technology field will be considered;
- Minimum 1-2 years' experience working in information technology field as a network administrator;
- Windows 7 troubleshooting experience
- Windows Server 2008/2012 experience
- Network Services (DNS, DHCP, etc.)
- Cisco ASA firewall administration
- Experience with Exchange 2010 email administration
- Experience with Active directory administration
- Experience with Symantec Backup Exec and Endpoint Protection products

Desired Qualifications:

- NetApp storage configuration and administration
- Security knowledge and experience or the desire to be trained
- Excellent communication and customer service skills

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WORKING CONDITIONS

Works in normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as personal computers, servers, server racks, phones and fax machines.

Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

The Colorado Department of Higher Education offers an exceptional benefits package consisting of participation in the Public Employees Retirement Association (PERA) retirement program, health insurance, 4 weeks of accrued paid vacation, and 3 additional weeks of accrued paid sick time per year.

Salary Range and Employment Duration

Dependent upon education and experience. Please provide current salary range information.

Interested Applicants

Please submit a cover letter, resume, salary history, and the names and contact information of three references to: beth.bean@dhe.state.co.us

Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

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