

**RSR GROUP, INC.  
JOB DESCRIPTION**

**POSITION TITLE: Network Administrator**

**TITLE OF IMMEDIATE SUPERVISOR: Sr. Network Administrator**

**DATE SUBMITTED: April 2021**

**LOCATION: Headquarters – (Ability to Telecommute Part-Time)**

**POSITION SUMMARY:**

Leads network projects by recommending solutions to network strategy and security issues, as well as providing network-engineering solutions/options for the organization by performing the following duties.

**REGULAR DUTIES AND RESPONSIBILITIES:**

Develops detailed network specifications and adheres to standards in support of new project scope work.

Develops and recommends strategies for network growth, security, and enhancements by maximizing functionality of network equipment such as routers, firewalls, gateways, and switches.

Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services.

Performs network analysis and capacity planning and testing for organization's LAN/WAN environment.

Conduct research on new products, services, protocols, and standards to remain abreast of developments in the networking industry.

Assists in the creation of processes and procedures for network operations.

Maintains library of associated materials for all equipment, processes, and procedures.

Designs, installs, and tests network topologies to support Internet and other data transport channels.

Supports installation and maintenance of PC/Server hardware and software.

Designs, installs and troubleshoots Windows and Linux IP based LANs/Was/MANs and IP- based routing and bridging solutions.

Performs routine and emergency maintenance of all data center equipment.

Provides network performance monitoring, analysis and responds to physical hardware and software problems.

Analyze and make recommendations to improve network, system, and application architectures; perform penetration and vulnerability scans/testing and internal and external security audits to uncover network vulnerabilities.

Monitor network security to prevent network intrusion and examine network logs to determine trends and identify security incidents; work with relevant personnel and vendors to investigate security breaches and other

cyber security incidents.

Analyzes and evaluates LAN/WAN changes, additions and reconfigurations.

Contributes to development and administration of network backup and recovery plan to maintain LAN/WAN network systems operation.

Identifies and corrects faults and provides resolution of complex problem tickets escalated from the help desk.

Monitors and maintains the company firewalls.

Assists with the installation and maintenance of company phone systems.

Understanding of email security-based applications such as Sophos or similar

Responsible for responding to security system, fire system, and equipment emergencies which may include after-hours responses.

**QUALIFICATIONS:**

Undergraduate college degree in a related field; or five years related experience and/or training; or equivalent combination of education and experience. Experience with Network Performance Tuning, LAN/WAN Knowledge, Network Design and Implementation, Knowledge of Cisco Routers and switches is required. Thorough knowledge of computer hardware and software. This position requires strong attention to detail, excellent verbal and written communication skills, computer proficiency in Excel, Word, and strong organizational skills. Occasional travel is required.

**Physical demands:**

This position may require occasional lifting of up to 50 lbs. While performing the duties of the Network Administrator, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, and use hands to handle or feel and reach with hands and arms. Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus.

The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE DISCRETION OF MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.**