<div align="center">

RSR GROUP, INC.
JOB DESCRIPTION

</div>

POSITION TITLE: Network Security Administrator

TITLE OF IMMEDIATE SUPERVISOR: Sr. Network Administrator

DATE SUBMITTED: April, 2021

LOCATION: Ability to Telecommute on a Part -Time Basis

POSITION SUMMARY:
The Network Security Administrator is responsible for recommending solutions to network strategy and cyber 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.

Reviews and performs risk assessments on existing or new systems and recommends security improvements.

Interacts and negotiates 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.

Maintains a proactive role by understanding current and emerging technologies, security threats, standards, practices, security products and matching them with the company needs.

Creates, updates, and provides recommendations and documentation, for procedures and processes for all aspects of security and cybersecurity design.

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

Assists in the design, installation, and testing of network topologies to support Internet and other data transport channels.

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

Assists in the design, installation, and troubleshooting of 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 and cyber security system hardware and software problems.

Establishes response drills to ensure staff readiness and improve response processes.

<div align="center">

1

</div>

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

Monitors network security to prevent network intrusion and examines network logs to determine trends and identify security incidents; works 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, corrects faults and provides resolution of complex problem tickets escalated from the help desk.

Monitors and maintains the company firewalls, including Web Application Firewalls.

Assists in solving problems related to cyber security or physical security including security cameras, security video storage devices, and access control systems.

Assists with the installation and maintenance of company phone systems.

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

Continually improves job knowledge by tracking and understanding emerging security threats, standards, practices, and security products.

QUALIFICATIONS:
Undergraduate college degree in a related field; or five years related experience and/or training; or equivalent combination of education and experience. Experience in designing, implementing, maintaining, and supporting a wide array of cyber security products. Experience with Network Performance Tuning, LAN 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 and Word, and strong organizational skills. Occasional travel is required. Windows and Linux knowledge helpful, along with experience in VMWare ESXi Hypervisor.

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.