



Sr. Network Administrator

Reports to: Manager, Technical Services		
Level/Grade Sr. Professional	Type of Position Full Time	Hours/Week 40 hrs/week; Exempt
GENERAL DESCRIPTION		
The Sr. Network Administrator will ensure that our network infrastructure operates efficiently within an acceptable uptime level. The position will work closely with other technical services staff and have broad responsibilities in a team focused environment.		
JOB RESPONSIBILITIES		
<ul style="list-style-type: none"> • Total management & ownership of networking environment which currently consists of multiple locations, complex connectivity (internet based, private lines, VPN), highly secure environment, internal and external customers all supported with Cisco based equipment. • Assist Sr. Systems Administrator in a backup capacity with management of complex compute environment, which currently utilizes VMWare, HP Blades, HP 3par SAN, Windows Servers, SQL Server, Linux appliances, Netbackup, Office 365 and other various systems. • Ensure all software and hardware are upgraded, legally compliant and supported • Ensure security requirements are met as defined by the Director, Information Security • Ensure documentation is accurate, up to date and published in an official policy and procedure • Ensure cross training & documentation occur in a manner that results in no single point of failure in terms of human knowledge • Monitor performance and troubleshoot issues in a 24 x 7 x 365 environment • Perform on call duties • Provide recommendations on architectural design and continuous improvement methods • Co-manage relationship with hosted data center • Maintain strong relationships and communications with all key stakeholders. • Maintain awareness of new and emerging healthcare technologies • Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization. • Other duties as assigned 		
POSTION REQUIREMENTS		
<ul style="list-style-type: none"> • 5+ years in a similar role with similar responsibilities as above • 5+ years managing an environment of Cisco LAN/WAN/VPN backup systems • 3+ years working with VMWare and Windows Server environments • 3+ years with experience in at least one scripting language such as Python, Perl or other • Familiarity with IT security systems • Prefer experience working in health care industry • 3+ years working with Microsoft Office products • Solutions and customer focused approach • Strong planning, organization, analytical and troubleshooting skills • Ability to effectively communicate technical information in non-technical terms • Ability to multi-task, set priorities and manage time effectively • Ability to cultivate positive working relationships with customers and coworkers • Must be able to sit for extended periods of time in front of a computer screen • Must be able frequently lift or move objects up to 50lbs • Must be able to climb up to 5ft ladder • Must be able to crawl under and behind desks to access wiring 		
EDUCATION/CERTIFICATION REQUIREMENTS		
<ul style="list-style-type: none"> • Bachelor Degree or equivalent experience • Prefer at least one technical certification such as CCIE, CCNP, Network+ or other 		
OTHER INFORMATION		

APPROVED BY **J. Buckner, SVP Informatics**

DATE POSTED **4/11/2018**

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.