

JOB DESCRIPTION

Position Title: Network Administrator Location: Shelbyville, IL

Prerequisites:

A. Education B. Experience

Associates degree in I.T. field 2+ years managing user accounts

POSITION SUMMARY:

The successful candidate will install and maintain computer systems and networks aiming for the highest functionality. They must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems. They must be able to maintain a reliable, secure and efficient data communications network, including the ability to deploy, configure, maintain and monitor all active network equipment to ensure smooth network operation. ​This position requires excellent troubleshooting skills, someone who is highly motivated, a self-starter with effective communication skills.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Maintain networked computers (this includes new installs, upgrades, and imaging).
2. Offer timely technical support and teach users how to utilize computers correctly.
3. Provide help desk support.
4. Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
5. Install/maintain hardware and/or applications and necessary peripheral devices (routers, printers etc.).
6. Solid working knowledge of Windows operating systems.
7. Ability to create reports/queries (Crystal, SQL) is a PLUS.

***DISCLAIMER: This position description in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her supervisor/manager. Requirements stated are minimum levels of knowledge, skills and /or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. All employment decisions, including promotions, transfers and others, are based on meeting all requirements and on organizational need, the employee’s being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE MAINTAIN AN “AT WILL” EMPLOYMENT.***