



# POSITION DESCRIPTION – NETWORK ADMINISTRATOR

**About InterPlex:** InterPlex is a Northern Nevada based technology integration company that helps organizations achieve superior performance through the melding of their existing systems and processes with new and appropriate hardware and software technologies. The aim is to maximize return on investment and deliver a solution that yields real world benefits.

InterPlex operates in two core spaces:

1. Software integration and development; specializing in legacy systems and wireless applications.
2. Wireless technology; providing wireless Internet service, and wireless system training and testing.

InterPlex also partners with specialists in Internet security and monitoring, to ensure that the networks on which our applications run are secure.

InterPlex International was established in 2002 by leading industry professionals who recognized the importance of assisting companies leverage their legacy data systems in the contemporary web-based world of commerce. The company has since grown to include the provision of wireless technologies that not only include data connectivity, but the applications that make wireless technologies so attractive to industry today.

**Job Title:** Network Administrator

**Division:** Information Technology

**Reporting To:** Chief Technical Officer

**Employment Arrangement:** Full-time contract

**Location:** Carson City, Nevada

**Job Description:** The Network Administrator shall report to the Chief Technical Officer and be responsible for:

- Configuration and installation of desktop & portable PCs and related networking peripherals, including hardware and software.
- First level of technical support for end users with regard to troubleshooting and repair of desktop and portable computing environments, network servers and peripherals.
- Establishment of credentials for new network users, including user logins and security.
- Maintenance of server side configuration of user's folders, applications, network access and utilization of network resources.
- Establishment and maintenance of network connectivity including cross connects, punch down, cable management and port configuration in switched Ethernet

environment.

- Network troubleshooting and observation of system functions to isolate and diagnose network problems.
- Maintenance of an accurate inventory system on PC, network and peripheral technology and configurations.
- Maintenance of an accurate equipment log to track requests for PC, network, and peripheral configuration/repair.
- Maintenance of an accurate spare parts inventory to support repair and hot swap of desktop & portable PC and peripherals.

This is a mid-level role that requires a multi-skilled individual that can work in a collaborative, team environment. The incumbent shall be a self-starter and demonstrate a wide degree of creativity and initiative, and have strong problem solving skills. The incumbent shall also be required to assist in the development and maintenance of policy and procedure with respect to the network administration role.

**Training & Experience:**

An Associates or two-year technical degree is preferred. Equivalent experience in conjunction with relevant industry certifications will be considered.

The position requires 3-5 years of related experience in a diverse Microsoft environment.

Experience with Unix-based environments is beneficial.

**Required Skills:**

- A thorough knowledge of PC and server hardware configuration, installation and repair.
- A solid background in LAN technology, network protocols, Microsoft server/networking and Microsoft business application support.
- Experience with utilities such as anti-virus, remote access, network monitoring.
- Excellent communication skills.
- Consulting with clients to define needs or problems.