Job Title: Network Administrator

FLSA STATUS: Exempt

SUPERVISION RECEIVED FROM: IT Manager

DEPARTMENT: Information Technology

WORK SCHEDULE: Monday-Friday 8am-4:30pm

SUPERVISION EXERCISED OVER: N/A

Location: 2250 FLORIDA BLVD.

Job Posting Date: 02.05.2018

Job Ending Date: 02.10.2018

HOW TO APPLY:

Submit an internal application to the front desk **or** through the CATS website www.brcats.com/careers. Applicants for this position should submit:

1) A cover letter

2) Resume (include date(s) of employment and date(s) educational degree was obtained)

3) Names and contact information of three work-related references to:

Human Resources

HR Fax: 225.346.3249

HR Email: catscareers@brcats.com

MINIMUM QUALIFICATIONS: The Network Administrator will use extensive knowledge and skills obtained through education and experience to maintain and enhance all network infrastructures at CATS. This includes overseeing all servers, firewalls, switches, and other equipment. The ideal candidate will play a role in revising CATS's security plan. The Network Administrator reports directly to the IT Manager.

SUMMARY: The Network Administrator's role is to ensure the stability and integrity of in-house voice, data, video and wireless network services. This is achieved by planning, designing, and developing local area networks (LANs) and wide area networks (WANs) across the organization. In addition, the Network Administrator will participate with the installation, monitoring, maintenance, support, and optimization of all network hardware, software, and communication links. This individual will also analyze and resolve network hardware and software problems in a timely and accurate fashion, and provide end user training where

required.

ESSENTIAL DUTIES: Maintain the network infrastructure at CATS including all servers, firewalls, switches, and other equipment

Network Security- Establish and maintain protocol for ensuring network security, determine and administer user access, privileges, and security.

Hardware/software administration, implementation and development- Upgradenetwork components as newer technology becomes available, implement new technology that benefits the employees of CATS, provide user support for all printer and workstation issues, ensure that backups of all server data are being performed daily, rebuild network components when necessary due to network crash or failure, update Cisco ASA Firewall and Switch configurations as needed, oversee Antivirus protection for all computers and servers in the office; including but not limited to administrate e-mail for internal and remote connections, administer and maintain a disaster recovery location which includes essential file replication and remote access in the event of an emergency, make technology recommendations of what hardware/software is needed at the server and user levels, manage new/existing user accounts for the internal network domain, oversee the patch management process for all servers and workstations, administer connections to video monitoring, card access, and phone server, set up and support remote email access and general telephone usage on mobile devices.

KNOWLEDGE REQUIREMENTS: Microsoft Server 2008/2012/2016 administration, network services and protocols, Microsoft Windows 7/10 installations and troubleshooting, Microsoft Office 2010 knowledge of all applications, Adobe products, both IPhone and Android phones and tablets, VMWare administration; Cisco administration of ASA firewalls-switches-routers, backup systems and Anti-Virus software.

CAPITAL AREA TRANSIT SYSTEM (CATS) IS AN EQUAL EMPOLYMENT OPPORTUNITY EMPLOYER. CATS DOES NOT DISCRIMINATE AGAINST ANY APPLICANT OR EMPLOYEE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CONSIDERATION MADE UNLAWFUL BY APPLICABLE FEDERAL, STATE OR LOCAL LAWS.