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## **System Network Administrator**

Department: Administration  
Reports to: Technology Services Manager  
FLSA Classification: Exempt  
Directly Supervises: None  
Salary Range: \$72,000-\$84,000  
Date: January 1, 2023

### **Job Statement**

Oversees and supports the day-to-day operation of computer systems and networks throughout the organization, ensuring reliable performance and data integrity in local area networks (LANs), wide area networks (WANs), and organization intranets.

### **Essential Functions**

1. Provides user Technical Support.
2. Trains employees in computer system use.
3. Administers and maintains user accounts for computers, email, and software access.
4. Installs, configures, and maintains end-user workstation hardware, software, and peripherals.
5. Monitors system performance (WAN/LAN).
6. Oversees backend infrastructure.
7. Conducts data backups and Disaster Recovery Operations
8. Makes changes to WAN/LAN infrastructure as needed which includes DNS, DHCP, AD, and firewalls.
9. Supports, troubleshoots, and repairs virtual machine environment.
10. Supports, troubleshoots, and repairs fiber optic network.
11. Maintains logs related to network functions, as well as maintenance and repair records.
12. Coordinates with vendors and company personnel to facilitate purchases.
13. Coordinates with radio system support to troubleshoot and repair radio network.
14. Recommends changes to improve systems and network configurations and determines hardware or software requirements related to such changes.
15. Plans, coordinates, and implements network security measures in order to protect data, software, and hardware.
16. Manages receipt of equipment and software and maintains license and support contract documentation.

## **Minimum Job Specifications**

### **Education**

High school diploma or equivalent is required

College 4-year degree in Computer Science or related field preferred

### **Experience**

4 years of experience in technology services

2 years of System Network Administrator experience

Previous experience with Windows Server 2019, Sonicwall firewalls, Calix fiber networks, and HP Procurve switches preferred

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Requires continuous sitting and use of keyboard/computer and occasional standing, walking, bending, climbing, kneeling, reaching, and occasionally lifting up to 25 pounds.
2. Requires finger dexterity, good vision and hearing.
3. Required to speak English clearly.
4. On a daily basis, requires attention to detail; the ability to read, write, and perform basic math.
5. Occasional travel by company vehicle is required.
6. Occasional travel by commercial means is required.
7. Office equipment used frequently includes personal computers, related software, copier, printers, and fax machines.

### **Certificates/Licenses**

Must have valid Colorado driver's license

MCSE certification preferred

CCNA, CCNP certification preferred

### **Other Necessary Qualities**

1. Ability to express ideas clearly in both written and oral communication
2. Teamwork skills
3. Motivation and initiative
4. Analytical problem solving
5. Ability to manage complexity
6. Honesty and integrity
7. Interpersonal skills
8. Strong work ethic
9. Flexibility and adaptability

- 10. Self Confidence
- 11. Punctual work attendance
- 12. Ability to manage through people

**Equal Employment Opportunity Statement**

The Association is dedicated to the principles of equal employment opportunity. The Association prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state, and local law.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.