

SANDHILLS UTILITY SERVICES, LLC

FORT BRAGG, NC

Job Title:	Network/Systems Administrator
Position Type:	Full Time – Exempt
Department:	Technical Services / IT

Network/Systems Administrator:

We are looking for a dedicated and meticulous network/systems administrator to join our growing team of Information and Operations Technology professionals. In this position, you will be structured to provide critical roles in system evaluation, integration configuration, deployment and support services for company computers, networks, switches, routers, firewalls, operating systems and other electronic equipment and software. The job description will include protecting the networks, devices, and data while ensuring confidentiality, integrity, and availability of information. Design, deploy, monitor and maintain devices, systems, applications, interconnections, and protocols for security, performance, inventory, compliance, logging, and alerting capabilities. Designing, installing, securing and maintaining LAN, WAN, WLAN, SCADA and VOIP networking infrastructures to ensure continual operations of data systems. Candidates should have strong IT skills and a deep understanding of computer/network vulnerabilities.

Network Administrator Duties and Responsibilities:

- Network Support – Designing, implementing, and reviewing local and wide-area IT communications networks
- Monitoring and identifying capacity and performance issues for network traffic to ensure continued, uninterrupted operation; forecasting capacity for meeting future business needs by analyzing historical and recent trends in network traffic
- System Security - Prioritizing defense initiatives and coordinating the evaluation, deployment, and management of security technologies
- Business Continuity – Participating in disaster recovery planning, implementation, and testing to confirm appropriate system recovery capabilities or detect faults and perform remediation
- Maintains a high level of functionality of all electronic equipment, computer hardware, software & communications within the company. This includes maintenance & troubleshooting of equipment and recommendations of equipment upgrades and replacements
- Ensures a high level of reliability of the company's periodic backups of servers, data and computers and ensures that proper storage and retrieval of such backups can be performed
- Develops and maintains company reports, records, databases, spreadsheets, and application programs.
- Participates in the installation, testing, operation, and maintenance of industry specific software systems
- Monitors electronic field equipment functionality and notifies appropriate personnel when further attention is needed
- Assists with various industry specific programs as assigned
- Implement, maintain, and track network ports, protocols and procedures using industry best security practices
- Research, recommend and plan for replacement, expansion, or upgrade of security-based network/server equipment and related software
- Manage the network data communications infrastructure
- Thorough working knowledge of industry standard local and wide area network data communications protocols and topologies
- Ability to document and diagram complex systems with change management methodology

- Manage inventory, track maintenance and ensure vendor contract provisions are met
- Document Information Technology Department procedures
- Design, monitor and provide reports on enterprise network performance
- Interact with end users to ensure quality network and system utilization

Skills / Qualifications:

- Four-year college degree in computer science or engineering related field. Vocational school graduate with technical majors, together with favorable experience, will be evaluated to determine equivalency to or in lieu of a four-year degree
- CCNA required; additional Cisco certifications preferred
- MCSA, MCSE, Microsoft 365 certifications preferred
- 5 years' hands-on experience with network management software (e.g., Cisco ACS), hardware (e.g., Cisco routers, switches), protocols (e.g., TCP/IP, ICCP, DNP, FTP) and standards.
- 5 years' experience managing system life cycle required - requirements, evaluation, selection, design, development/ configuration, implementation, user acceptance testing, and operation of software solutions
- 5 years' system implementation management experience required
- Experience and proficiency with three or more of the following; firewalls, VPN, IDS/IPS, firewall and switch configuration, Anti-Virus, EDR, SIEM, Network Forensics
- Knowledge and experience with email security protocols
- Working knowledge of TCP/IP, common networking ports and protocols, network traffic flow, countermeasure techniques, and OSI model
- Strong technical, analytical skills, and problem-solving abilities.
- Familiarity with NIST and CUI data security requirements
- Desire to self-educate on the ever-changing landscape of cyber hacking tactics in both enterprise and industrial realms

Physical Requirements: Must be able to perform the essential functions of the position. Must be able to lift equipment up to 45 pounds.