

Network Systems Administrator

Location: Bradenton, Florida, USA

Reports To: Plant Controller

Job Summary

Following established methods and procedures, manages, plans, organizes, leads and controls development, operation and support of Company computerized network system.

Essential Duties and Responsibilities

- Consults with management to analyze computer system needs for management information and functional operations, to determine scope and priorities of projects, and to discuss system capacity and equipment acquisitions.
- Recommends and develops strategic plans for systems development and operations, hardware and software purchases, budget, and staffing.
- Installs, maintains, monitors and manages the Local Area Network (LAN) for the organization.
- Evaluates vendor hardware, software and telecommunications products and equipment and recommends purchases consistent with organization's needs and objectives.
- Installs, upgrades and configures network printing, directory structures, rights, security, software and files services.
- Provides support for all elements of the network infrastructure from the server to the desktop, including network, servers, clients, internet, intranet, communications, database administration, desktop support, and user education.
- Develops, implements, and monitors management information systems policies and controls to ensure data accuracy, security, and legal and regulatory compliance.
- Performs network troubleshooting to isolate, diagnose and address network problems. Maintains logs and reports on activities.
- Manages computer operation scheduling, backup, storage and retrieval functions.
- Maintains contact with service and support vendors to achieve maximum system operation and utilization.
- May develop and/or modify computer programs to meet specific needs of the Company.
- Maintain adequate knowledge of systems and software to provide high level of support and to maximize efficiency of the network.
- Test and de-bug programs. Write, detail and code program instructions.
- Maintain and test disaster recovery plans.
- Other duties as may be assigned.

Education and Experience

Bachelor's degree in Computer Science or other technical field, 3-5 years related experience; or equivalent combination of education, training and experience.

Qualifications

Thorough knowledge of computer sciences and applied skills and abilities for diagnosing and resolving LAN problems

Considerable knowledge of capabilities, utilization and limitations of data processing equipment

Knowledge of computer maintenance, software support, network design, cabling, communications and hardware/software selections and installation

Proficient in use of Microsoft Windows desktop and server operating systems, Microsoft Software Update Services, Symantec Ghost, Microsoft Access and MS SQL Server Database software; Microsoft Visual Studio 2002 or above Development software; Microsoft FrontPage, Macromedia Flash; SSA ManMan Manufacturing software; ADP e-Time Payroll systems; Microsoft Project Management software; Microsoft Office Productivity Suite software.

Familiarity with engineering, accounting, quality and other principles applied to computer systems, design and analysis

Certificates, Licences and Registrations

Microsoft Certified Systems Administrator, Server and Network preferred, or comparable education and/or experience.

Other Knowledge, Skills and Abilities

- Ability to communicate effectively with network users at all levels.
- Must maintain confidentiality
- Ability to develop routine and special reports, as needed
- Self-starter who can work online or offline hours with minimal or no supervision
- Responds promptly to customer needs (internal and external)
- Consistent attendance and punctuality
- Follows established methods and processes including safety and security procedures
- Supports Company's goals and objectives
- Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Supervisory Responsibilities

May supervise 1 or 2 employees in Information Technology area. Will carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities may include interviewing and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.

Physical Demands

The position requires sitting for long periods of time. Employee is required to talk and hear and is frequently required to stand, walk, use hands and fingers, reach with hands and arms,



and bend, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities require clear vision at 20 inches or less, distance vision, color vision and depth perception.

Work Environment

Combination of office and manufacturing environments; may be exposed to moderate noise on the production floor.