

Network Administrator

Position Title: Network Administrator

Posted: May 11, 2017

Company: Osage Valley Electric Cooperative

Job Duration: Indefinite

Job Function: Information Technology

Min Education: High school diploma

Job Type: Full-time

Required Travel: 0-10%

Location: Butler, MO

Salary: Based upon qualifications/experience

Job Description

To design, install, secure and maintain network systems across the enterprise, assist in monitoring, documentation, and optimization of all network hardware, cabling, software, and data communications connections, analyze and resolve network hardware and software problems, and provide technical training when needed.

Responsibilities

- Administration and day-to-day operation of organization's network systems and servers
- Administer users in Active Directory and Exchange
- Use all phases of system analysis; concepts, techniques, and methods; knowledge of available system software, hardware, regulations, structure, logic, and management practices to design and implement IT security solutions.
- Manage daily security tasks
- Check report logs on a daily basis
- Analyze security alerts on a daily basis
- Oversight of the firewall security log
- Oversight of the server system logs
- Manage and tune Intrusion Detection System (IDS) parameters
- Perform network security assessments on a quarterly basis
- Interface with third party vendors performing network assessments and penetration tests
- Maintain patch management and upgrades of servers, workstations, laptops, field devices, firewalls, switches, routers, wireless APs, iDevices, and SCADA
- Overall management of physical and software based security for the network
- Management of anti-virus/anti-malware software including server and desktop protection
- Responsible for all aspect of security remediation associated with vulnerability and penetration tests
- Investigate, research and deploy new networking and security technology
- Continue education/research regarding network and security related technology/practices
- Assist personnel and Board Members with various devices/software issues as needed

- Required to provide on-call support
- Must be able to report to work in disaster situation
- Perform other duties as needed

Qualifications

- Bachelor's degree in a computer related area or experience in network security administration preferred
- Work requires advanced working knowledge of computer networks, as well as CISCO LAN/WAN/Wireless networks, MS Office, Windows PC, MS Server/Exchange/SQL Systems and other software programs
- Work requires extensive knowledge of network administration and data security administration
- In depth understanding of network security best practices
- In depth knowledge of hacking/cracking techniques and tools
- CISSP, MCSA/MCSE, Network + and Security + certification preferred
- Must be able to organize and prioritize work, be proactive, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner with a strong attention to detail
- Must possess excellent analytical, organizational, verbal and written communication skills
- Must satisfactorily pass the pre-employment physical examination and required drug screening

Preferred Technical Skills or Knowledge with:

- Windows Server 2012 & Active Directory
- VMWare 6.0
- Cisco Switches and Firewalls
- VoIP including Latency and Jitter management
- QOP
- VPN
- Virtualization
- Project Management
- SCADA
- Linux
- LAN/WAN
- TCP/IP, DNS, DHCP
- Fiber and copper cabling
- Routers, switches, telephone and security devices-IOS/JUNOS
- Routing protocols
- Storage area networks
- Backup solutions
- SSL

To Apply

Please submit a cover letter, resume, 3 professional reference and salary history by June 1, 2017 to:

Osage Valley Electric Cooperative

Attn: Human Resources

PO Box 470

Butler, MO 64730

Or email to humanresources@osagevalley.com

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