

Position Specification

Network Administrator SLPE Ventura, CA

POSITION SPECIFICATION

POSITION TITLE: Network Administrator
COMPANY: SL Power Electronics Corp. [SLPE]
POSITION LOCATION: Ventura, CA
REPORTS TO: Director Information Systems
DIRECT REPORTS: None
DOTTED LINE REPORTS: None

OVERVIEW

The Network Administrator will be responsible for analyzing, installing, configuring, maintaining and repairing the company network infrastructure and applications. In addition, the Network Administrator will provide first or second level support for end users and client systems.

ESSENTIAL FUNCTIONS

The Network Administrator will perform all or some of the following duties and responsibilities:

- Provide on-site help desk support, troubleshooting and resolution of hardware, software and peripheral problems.
- Install, maintain, upgrade and configure local area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems and cabling as required in coordination with IS management and the Network Engineer.
- Establish and maintain network and application user accounts, user passwords, user environments, directories, and security.
- Train and assist users in the use of MS Windows and Office, Google Apps and other applications as required.
- Tests and installs software upgrades for both desktops and servers as required.
- Responsible for any on-site daily, weekly and monthly data backup tapes and disaster recovery procedures.
- Support remote access via VPN.

EDUCATION/EXPERIENCE/QUALIFICATIONS

- Requires at least 3-5 years of applied experience in Network Administration or Help Desk support.
- Requires one of the following Microsoft certifications: Microsoft Certified Solutions Associate, Microsoft Certified Systems Administrator, Microsoft Certified IT Professional, Microsoft Certified Systems Engineer.
- Must possess strong technical and analytical/troubleshooting skills and be capable of

- resolving software, hardware and network peripheral problems.
- High degree of proficiency in Microsoft Windows client operating systems.
 - High degree of proficiency in Windows networking, including security and Active Directory administration.
 - Strong network communications skills, including layer-2 switching, IP routing and name resolution.
 - Good knowledge of Microsoft Office applications.
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- English language proficiency, both spoken and written, strong interpersonal communication skills, and demonstrated effectiveness communicating technical advice to non-technical internal customers.
 - Strong commitment to providing the highest level of internal customer service at all times.
 - A scorecard is attached for other required behavioral attributes.