



ARCHDIOCESE of OMAHA

Position Description

POSITION TITLE: Network Administrator I
DEPARTMENT: IT
REPORTS TO: IT Director
EFFECTIVE DATE: 1 July 2011
POSITION STATUS: 20 hours a week

POSITION SUMMARY

The Catholic Archdiocese of Omaha is seeking a Network Administrator to support multiple servers and Client workstations. This individual will be responsible for TCP/IP administration, traffic and protocol monitoring, Active Directory administration including Exchange 2003/2010 Server and account administration. Additionally, the Network Administrator is responsible for supporting end users and resolution of issues.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintain Windows 2008 based Active Directory.
- Manage SQL 2005/2008, Exchange 2003/2010, SCCM, IIS 5/6/7 servers.
- Plan, and configure Windows 2008 Group Policies and VB login scripts.
- Troubleshoot software, hardware and connectivity issues.
- Manage users and groups.
- Configure, manage and deploy servers, workstations and thin clients.
- Performing security checks.
- Antivirus and Antispyware client and server administration.
- Cisco phone and voicemail system administration.
- Provide end user support to local and remote end users.
- Citrix server farm administration and support.
- Maintain ESX environment
- Maintain Equallogic iSCSI SAN
- Maintain HP printers

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Microsoft Windows Server 2003, 2008

- Microsoft IIS 5, 6, 7
- Microsoft Windows XP, 7
- Linux
- VMware ESX 4
- RIP and Static Routing
- Level 2,3,4 QoS on switches and routers
- Cisco Call manager and Unity
- Microsoft Exchange 2003, 2010
- Microsoft SQL Server 2005, 2008
- Citrix Presentation Server 4
- Microsoft SCCM 2007
- Microsoft Group Policy
- Microsoft Active Directory and related functionality
- Cisco IOS
- Symantec Endpoint Security
- iSCSI SAN administration
- Firewall administration
- The ability to work both independently and as part of a team.
- Good time-management, planning and organizational skills.

EDUCATION AND EXPERIENCE REQUIRED

- Bachelor's Degree or equivalent work experience.
- 2+ years experience in systems administration, network design, implementation and testing.
- 2+ years experience administering Windows 2000 or above Active Directory with login scripting and Group Policies.
- 2+ years of helpdesk or end user support and troubleshooting experience.
- Working knowledge of VB Scripting, LDAP queries and batch files.
- Strong understanding of Windows Networking, Active Directory, TCP/IP, and Firewalls.
- HP Printer Maintenance

WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

	N/A	Less than 10%	11% to 49%	Greater than 50%		N/A	Less than 10%	11% to 49%	Greater than 50%
					WORK ENVIRONMENT				
Stand		x			Other: running	x			

Walk		x			Quiet environment				x
Sit				x	Other: environmental noise		x		
Talk or hear				x					
Displays manual dexterity		x			Weight Demands				
Climb or balance		x			Up to 10 pounds			x	
Stoop, kneel, crouch or crawl		x			Up to 20 pounds		x		
Reach with hands and arms		x			Up to 40 pounds		x		
Lifting/Pulling/Pushing		x			Up to 100 pounds		x		
Visual: looking at computer screen				x	More than 100 pounds	x			

Network Administrator I will be expected to work normal office hours. Weekend work will take place on average one weekend a month. Maintenance functions are performed after normal working hours.