

IT Network Manager

Description

MAJOR ACCOUNTABILITIES include the following. Other duties may be assigned.

Manage the facility's networking systems to ensure proper function.

- Oversee the day-to-day operations of all wired and wireless networks throughout the facility.
- Implement, monitor, test, and verify network security systems as required to ensure safe and secure network operations.
- Configure and maintain network firewalls and access control lists on border routers to prevent network intrusions.
- Monitor and test systems to detect and prevent network infiltration.

Collaborate with other team members to design and implement new facilities and upgrades/expansions of existing facilities.

- Research and evaluate network hardware and software for suitability based on requirements.

Provide direct support to technology event staff for network services provided to internal and external customers.

- Perform the customs configuration of network services for customers as needed.
- Monitor network performance during all events and provide reports as required by management.

Effectively supervise the delegation of assignments to ensure the proper function of the Network and oversee the following functions:

- Performance of required maintenance and upgrades on all network infrastructure devices.
- Review reports on network performance and operations.
- Create and maintain full infrastructure as-built documentation as needed.
- IT Tech support
- Must be able to handle several projects and tasks at the same time.
- Data /LCD & HD projection, sound, integrated control systems and video conferencing, telephone conferencing equipment and presentations software.
- Working Knowledge of MS office, Word, Excel, and Outlook.
- Ability to work effectively and often independently.
- Experience in monitoring social media platforms and website.
- Mechanically and electronically inclined.

ACCOUNTABILITIES FOR SUPERVISION

Personally conduct or oversee training for new employees to ensure established procedures are clearly understood and followed.

Create a working climate in which assigned personnel are motivated to develop their skills and abilities and demonstrate by personal example the desired standards of conduct and work performance.

Experience

Required

Experience with routers and switches, firewalls, and high-density wireless systems, and TCP/IP networks required.

Four to six years of related experience and/or training in mid-to-large-scale networking environments; or equivalent combination of education and experience.

Preferred

Experience with Internet Service Providers (ISPs) preferred. Experience working with 30+ AP wireless network solutions is a plus. CISSP and other network security certifications are preferred.