



**Job Title:** Network & Computer Systems Administrator  
**Reports To:** Vice President of Finance

### **Summary of Position:**

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We are looking for an IT Network and System Specialist who will be responsible for our network and computing systems needs. In this role, you will need to maintain a reliable, secure and efficient data communications network. The ideal candidate will be able to deploy, configure, maintain and monitor all active network equipment in order to ensure smooth network operation. This position is also responsible to maintain and monitor computer systems and other IT hardware assets. You will be tasked with solving complex technical issues and will also collaborate with team members across all departments to assist them with their IT related requirements.

### **Duties and Responsibilities:**

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#### Network Duties:

- Support and administer third party applications.
- Set up user accounts, permissions, and passwords.
- Resolve problems reported by end user.
- Co-manage network policies and procedures with Infranet.
- Specify system requirements and design solutions.
- Co-manage research and make recommendations on server system administration.

#### Computer Systems Duties:

- Install and configure software and computer systems.
- Troubleshoot and resolve issues with software or hardware.
- Walk colleagues or clients through steps to help them resolve their technical problems.
- Maintain procedures and report that provide technical support to the entire organization.
- Analyze records and logs to spot underlying trends and potential issues.
- Support the implementation of new solutions or applications.
- Establish accounts for new users and assist with password or login problems.
- Test, evaluate, and make decisions about new technology for the business.
- Participate in business-wide meetings to provide insight into technical requirements.

#### General:

- Maintain awareness of developments in information technology for the formulation of long- and short- term planning.
- Manage IT Disaster Recovery Plan with reference to 3<sup>rd</sup> party vendors and contact information.

### **Core Competencies:**

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- Develop and manage information-related expenses and budgets.
- Ability to interface well with employees at all levels of the organization
- Must have good oral, written communications and have high level of moral and ethical codes.

- Commitment to company Core Values: Integrity, Pursuit of Excellence, Positive Energy, Teamwork, Accountable and Achieving Results.
- Dependability: personally responsible, completes work in a timely manner, and performs tasks accurately
- Motivation: must maintain a positive attitude and strong work energy
- Analytical skills: must be able to gather information and use data to determine cause and effect for complex problem solving
- Continuous learning: ability to learn new procedures and adapt to change
- Creativity: makes constructive suggestions and creates novel solutions to problems; evaluates new technology as potential solutions to existing problems
- Initiative: plans work and carries out tasks without detailed instructions, prepares for problems or opportunities in advance, undertakes additional responsibilities
- Problem Solving: ability to develop and implement new ideas to improve processes
- Teamwork: works harmoniously with others to get a job done, responds positively to instructions/procedures, and works well with others
- Advanced Computer skills

### **Qualifications:**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires use of information or access to hardware which is subject to the Export Administrative Regulations (EAR). All applicants must be U.S. persons within the meaning of EAR. EAR defines a U.S. person as a U.S. Citizen or a U.S. Permanent Resident (i.e. ‘Green Card Holder’).

### **Education and/or Experience:**

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- Bachelors degree in Computer Sciences, Technology, degree or relevant experience
- Must have a minimum of 5-7 years related experience and/or training.
- PC hardware, Printers, scanners, computer peripherals, Mobile devices (iOS, Android)
- Active Directory and Office 365 administration experience
- Related experience and training in troubleshooting and providing Help Desk support

### **Physical Demands/Work Environment:**

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The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift and carry up to 40 pounds and comply with OSHA standards
- Works at telephone answering equipment, design equipment, and at a PC for hours at a time

While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach and move about the facility. The environment characteristic for this position is an office setting as well as manufacturing environment. Candidates should be able to adapt to a traditional business and manufacturing environment.

**To apply, submit resume:** [www.uscargosystems.com/careers/](http://www.uscargosystems.com/careers/)

**Signature:**

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I understand that I am expected to adhere to all company policies and to act as a role model in the adherence to policies. I have read and agree that the contents of this job description accurately reflect my understanding of what is expected of me in this position.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_