JOB TITLE	Senior Network Administrator	DEPARTMENT	Network Services
JOB GRADE		LOCATION	NOC, Tacarigua
Supervisor	Network Services Supervisor	DATE	Jan 2011

Senior Network Administrator
Job description

SUMMARY AND BASIC JOB FUNCTION:
Under minimum supervision, operates in a team driven support focused environment that you will be a team player in an environment where creativity is encouraged. The incumbent will be responsible for planning, engineering and administration of ISP network, collaborate and overseer the Network Infrastructure team on day to day Network configurations as well as various Network related projects. The Senior Network Administrator will also design, support, maintain, and evaluate the current Network provided by Columbus Communications Trinidad Ltd. He or she should provide direction to the other Network Administrators on the team. As a Senior Admin, he or she makes decisions and takes action to help ensure the stability of Flow's Core network infrastructure

PRINCIPAL ACTIVITIES, DUTIES AND RESPONSIBILITIES:
- Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Lead the Network Infrastructure team on Projects assigned.
- Monitor, maintain and repair CCTL's data, and Internet networks.
- Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Second/Third-Level Help Desk Ticket Resolution, including supporting the business 7x24x365 and on-call support as needed.
- Develop tactical and strategic plans, standards, guidelines and policies for the network resources based on growth, trends, available metrics, etc. Coordinate
- Adherence to time and metric's tracking.
- On-Going Review of Flow Routing/ Switching and MPLS Infrastructure with project Planning and documentation as Required.
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Document network problems and resolutions for future reference.
- Resolve network issues and complete RFO documents for network trouble tickets escalated by NOC
- Monitor network tools such as NMS (Network Monitoring Systems) etc.
- Perform and document network backups and routine maintenance.
- Pro-actively identify problems and improper functioning of the network. Resolve network problems providing efficient and timely solutions. Escalate the issue to other departments/suppliers, as required.
- Liaise with internet registry bodies on procuring internet number assignments and maintain proper records on internet number allocations to CCTL customers as required by relevant group.
- Liaise with domain registry bodies to register domains for CCTL corporate use and on behalf of customers in line with associated service offerings
- Deep knowledge in LAN network topology (VLANS, spanning tree protocol, etc.);
- Security audit and Security policy implementation.
- Knowledge of routing protocols and implementation practices.

- Assist with decommissioning, migration or installation of equipment
- Design and Document Networking Designs and Implementations.
- Lead on projects that may entail network changes and equipment setup.
- Configure and maintain CCTLs firewalls and VPN devices.
- Responsible for Private IP allocations within CCTL and other Columbus Subsidiaries.
- Ensures performance and capacity of ISP network.
- Maintain a wide knowledge of available data and internet networking equipment/protocols and be current with developments of existing and emerging data and internet networking technologies with an aim towards enhancing current and developing new CCTL service offerings.
- Pro-actively monitor and resolve any issues or signs of issues on CCTL Core and Customer Network
- Performs miscellaneous job-related duties as assigned by the Network Services Supervisor, Manager or Director

MINIMUM JOB REQUIREMENTS:

Essential:

- A Bachelor's degree in Computer Science or related discipline, or equivalent work experience and technical training, is required
- Related Work Experience: 4-6 years
- Minimum 4 Years Experience is required with Cisco and Juniper equipment. Firewalls, Routers, WLAN, Switches, and DNS servers, Strong hands-on routing knowledge of network/internet protocols/services such as Ethernet, Sonet,ATM. MPLS, DS3, T1, GigE, OSPF, EIGRP, BGP, DNS, IPSec and NAT
- Experience with Network documentation and monitoring tools such as: Visio, Network Node Manager, Solarwinds, MTRG, Sniffer, PRTG.
- Experience with one or more leading networking products (Cisco, Juniper).
- CCNP Certification and JNCIS.
- Technical knowledge (including development, maintenance and troubleshooting) of Internet networking and multiple Internet applications such as email, browsers, ftp etc.
- Technical knowledge of Name Severs, Authentication Servers, Mail Servers, Accounting Servers and Web Servers
- Working knowledge of - MS Word, Excel, Access, Power Point, Lotus Notes.
- Knowledge of Interior and Exterior routing protocols, QoS, and policy-based routing.
- Advanced Knowledge of PC including PC hardware skills – hardware, installations, troubleshooting, conflicts, etc.
- Working knowledge of Firewalls and VPNs.

Desirable:-

- Typically four or more years of experience in Networking theory and techniques and five or more years of experience in hardware and software installation and support from the perspective of wide and local area network administration are required.
- Conceptual knowledge of designing and implementing Networks.
- 5+ years experience as a Senior network administrator, or Senior Network engineer in a large Enterprise with International Presence.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to function in a fast paced environment.
- Punctual, regular and consistence attendance.
- Strong interpersonal and communication skills
- Knowledge of a wide range of varying Operating Systems, applications, hardware, networking, and communications.
- Must have the ability to work in a fast paced dynamic and growing IT environment and the flexibility to work with a wide range of technologies
- Should have the Ability to Work Independently and be Able to Establish **Priorities.**
- Good Organizational and **TIME** management Skills.
- Strong networking skills in the Cisco arena (Installation, configuration and troubleshooting)
- Ability to provide advanced technical assistance and comprehensive problem resolution
- Ability to communicate effectively, both orally and in writing.
- Ability to troubleshoot routing and switching problems.
- Experience in a TCPIP Ethernet network is required.

This description is a summary of principal responsibilities and is not intended to include all duties, which may be assigned.

Salary will commensurate with qualifications and experience