JOB TITLE	Network Administrator	DEPARTMENT	Network Services
JOB GRADE		LOCATION	NOC, Tacarigua
Supervisor	Network Services Supervisor	DATE	Rev. Jan 2010. Rev. Oct 2011

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 with Network Infrastructure team on day to day Network configurations as well as various Network related projects for Columbus Communications Southern Caribbean Region. The Network Administrator will also design, support, maintain, and evaluate the current Network provided by Columbus Communications Southern Caribbean Region.

PRINCIPAL ACTIVITIES, DUTIES AND RESPONSIBILITIES:
- Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Monitor, maintain and repair Columbus Communications Southern Caribbean Region data, and Internet networks..
- 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.
- Monitor network tools such as NMS (Network Monitoring Systems) etc.
- Perform and document network backups and routine maintenance.
- Liaise with internet registry bodies on procuring internet number assignments and maintain proper records on internet number allocations to Columbus Communications Southern Caribbean Region customers as required by relevant group.
- Liaise with domain registry bodies to register domains for Columbus Communications Southern Caribbean Region's corporate use and on behalf of customers in line with associated service offerings
- Deep knowledge in LAN network topology (VLANS, spanning tree protocol, etc.);
- Knowledge of routing protocols and implementation practices.
- Lead on decommissioning, migration or installation of equipment. Ensure equipment installation is complete within 24hours, ensuring preparation, cabling and documentation is completed well before.
- Design and Document Networking Designs and Implementations.
- Lead on projects that may entail network changes and equipment setup.
- Configure and maintain Columbus Communications Southern Caribbean Region firewalls and VPN devices.
- Responsible for Private IP allocations within Columbus Communications Southern Caribbean Region 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 service offerings in the Columbus Communications Southern Caribbean Region.
- Pro-actively monitor and resolve any issues or signs of issues on Core and Customer Networks in Columbus Communications Southern Caribbean.
- 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
- Experience with one or more leading networking products (Cisco, Juniper).
- CCNA Certification
- 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 network administrator, systems engineer or similar.

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.
- 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