



Employment Opportunities: Network Administrator

New Opening!

Essential Functions:

Network Administrator in a high-client contact position playing a help desk role to provide operational support to maintain LANs, WANs, Data Centers and Desktops for our nearly 200 clients and almost 2,000 users in San Luis Obispo & Santa Barbara Counties in professional offices. Our clients include: law offices, medical groups, accounting firms, government offices, engineering firms, wineries and manufacturing operations who rely on their computers.

Computer Network Services provides leadership and expertise that helps clients profit and thrive with technology. Our devotion to optimum reliability, exceptionally responsive customer service and proper documentation set us apart. Our service model includes systems design and implementation, proactive monitoring and maintenance, managing vendor services, cultivating ongoing relations, system documentation, user training and troubleshooting.

To serve our clients, we must continually grow our people. You will be challenged to quickly identify, disseminate, master and deploy new technology. You will need to develop acute management skills of a knowledge worker on a high performance team. We will help you get there! Our industry is evolving at ever increasing rates requiring a nimble mind and a hunger for knowledge and skills. Continuing education through online sources, periodicals and tradeshow are required. You must be fun, collaborative & productive, willing and able to support and challenge your team mates.

Required training: bachelors degree in computer related field.

Duties that the job requires:

Support

- * Support for users with a variety of computers, servers, peripherals and specialized software.
- * Maintain documentation of communications and resolution of issues.
- * Prepare customer, operations, and systems documentation according to pre-established standards.
- * On-going IT troubleshooting assistance for clients.
- * Assistance with managing automation support.

Engineering and Planning

- * Plan and coordinate the installation of new releases of system software.
- * Evaluate, recommend, implement, and ensure systems security.
- * Define, recommend, implement, and maintain network components, define security access levels
- * Analyze program and system performance

Leadership and Communications

- * Present to the Tech Team Roundtable project updates, technology and procedure insights, performance metrics
- * Manage customer relationships as a personal, service oriented trusted advisor
- * Manage vendor relationships for our customers.

We are seeking a solution-oriented person with the following specific skills:

- * MS Win2k/2k3, MS SBS 2k3/2k3, Exchange 2k/2k3, AD, SQL, & Office Applications
- * Citrix, Terminal Services, thin clients.
- * Routers (Cisco) frame relay, T-1 and ISDN
- * VPN/IP Sec w/ RADIUS authentication
- * 802.11 a, b, g internal & external w/ wireless security
- * Firewall appliances (SonicWALL & Netscreen)

- * Managed switches
- * VLANs
- * Print servers, printers and MFPs
- * Backup systems (Acronis, Veritas & online)
- * Basic network wiring - termination & testing of CAT5
- * Handhelds: Palm, PocketPC, BlackBerry, Treo
- * Dell: Optiplex/Precision WS/Latitude/PowerEdge Servers
- * TCP/IP and DNS troubleshooting
- * Hardware troubleshooting

Personality traits required:

* Professional, trustworthy, productive, systematic, organized, conscientious, polite, team player, reliable, multi-tasking, flexible, reassuring & confident with clients, patient and proactive.

Job parameters:

- * Full-time position, 9-3 core hours, flex time around those core hours; some overtime and weekend work required
- * Must have valid CA driver's license & reliable car, 70% onsite; 30% around SLO county (mileage will be reimbursed)
- * Able to lift 40 pounds
- * Company utility bike use is optional but encouraged. Free espresso drinks.
- * Uniform shirts provided.
- * Complete benefits package, very competitive hourly wage position plus profit sharing incentive program. Starting range is \$45,000 or more, depending on experience. Compensation review at 90 days.
- * Desired start date: December 1, 2006

To apply, please submit a resume and cover letter to jobs@cleverducks.com. Your materials can also be faxed to (805) 543-5760 or delivered to:
Computer Network Services
ATTN: Jessica Martinez
1413 Monterey Street
San Luis Obispo, CA 93401