

## Job Description – Information Technology Specialist

Classification: Exempt

Reports to: Olcay Demirkesen

Department: IT

### **SUMMARY DESCRIPTION**

Responsible for the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management, and coordination of the Axiom/Kordsa's Composite site-local and wide area networks. Provides top-level technical expertise with advanced knowledge and experience in the area of local and wide-area networking, wireless technologies, communications infrastructure standards, best practices, and related hardware/software solutions.

### **Essential Functions**

- Plans, designs, installs, configures and maintains a large enterprise network consisting of local, wide, and wireless networks (LAN, WAN, Wi-Fi).
- Reviews network initiatives and ensures that solutions follow standards and align with the department's technology strategies.
- Manages all network hardware and equipment, including routers, switches, Virtual Private Network (VPN) bridges, network management, and security appliances, etc.
- Monitors the performance of the network and software applications to identify potential problems and bottlenecks. Troubleshoots and resolves network problems.
- Ensures enterprise-wide security of the network and addresses appropriate recovery and redundancy issues. Monitors firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity.
- Manages security and access to resources on the network, including firewall, VPN, and intrusion detection systems. Refines network access policies and practices.
- Manages the configuration and connection security for all networks (LAN, WAN, VLAN, WLAN), systems that provide or restrict access to internal and external systems, and web sites in accordance with department policies and guidelines, access security of databases, thin client applications, and data transferred both internally and externally.
- Designs, performs and oversees penetration testing of all systems in order to identify system vulnerabilities.
- Develops, implements, and maintains policies, procedures, and associated training plans for network administration, usage, and disaster recovery.
- Creates and maintains documentation as it relates to network configuration, network mapping, processes, and service records.
- Analyzes and resolves end-user voice and data communication problems that originate from the Help Desk. Provides end-user training, when required.
- Provides technical guidance to Information Systems staff and assists department staff with implementations of voice, data, video, and wireless applications on the network.
- Assists in the design and implementation of an IT disaster recovery plan.
- Serves as the project manager for network development projects involved with data, wireless communications, including surveillance
- Negotiates with vendors on pricing and other terms and conditions for all networking infrastructure and related solutions. Develops corrective action and resolutions with vendors, which may include vendor support for installing upgrades or patches and configuring and optimizing all network hardware, software, and communication links.
- Provides on-call technical assistance and ensures network connectivity of all servers, workstations, wireless access points, telephony equipment, and network appliances.
- Integrating software applications to optimize the business processes
- Implement & customize ERP environments

- Leveraging Cloud Application Services, including application management, security, testing, data, and cloud services
- Cyber Security and preventive management
- Oversees the design, documentation, development, testing, implementation, modification and support of new or existing technologies across portfolios.
- Performs other related duties, as assigned.

#### **MINIMUM QUALIFICATIONS**

- Planning, design, installation, maintenance, and operation of local and wide area network equipment and operating systems.
- Multi-platform operating systems, i.e., Windows Server, Sonicwall, WatchGuard, Ubiquity, and all desktop operating systems.
- Working technical knowledge of current network hardware, protocols, and standards
- Working technical knowledge of current Standards and best practices in network security.
- Fiber-optic, copper media and implementation of structured communications cabling system (SCCS) using available and next-generation technologies.
- Applicable data privacy laws and practices.
- Effective customer service techniques.

#### **Ability to:**

- Plan, design, implement, operate, administer, and maintain large enterprise networks.
- Manage network security and network node management systems.
- Determine cost-effective methods to implement technologies throughout the network.
- Communicate clearly and effectively, both orally and in writing.

#### **Supervisory Responsibility**

None

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is active and may require standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee may be required to lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **Position Type/Expected Hours of Work**

This is a full-time position, Monday through Friday. Hours of work will vary depending on schedule.

#### **Travel**

Minimal travel may be required.

#### **Preferred Education and Experience**

- Graduation from an accredited college or university with a bachelor's degree in Information Systems, Computer Science with 4+ years working as Systems/Network Administrator OR
- Minimum of 5+ yrs related experience with industry-recognized certifications (CCNA, CCNE) relevant to Network Administrator, engineering, etc.
- Possession of Microsoft (MCSA, MCSE) Certification is desirable

- Cyber Security and SAP tools Experience

**ITAR Requirements**

To conform to U.S. Government space technology export regulations, including the International Traffic in Arms Regulations (ITAR) **you must be a U.S. citizen, lawful permanent resident of the U.S.**, protected individual as defined by 8 U.S.C. 1324b(a)(3), or eligible to obtain the required authorizations from the U.S. Department of State.

**AAP/EEO Statement**

Axiom is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_Date\_\_\_\_\_