



Job Requisition

Revision Level 000

Job Title:	Network Administrator		
Department/Group:	Services/Operations	Job Code/ Req#:	JR-0064
Location:	SWFPAC Naval Base, Bangor WA	Travel Required:	
Level/Salary Range: <i>(PM to determine)</i>	Negotiable based on experience	Position Type:	Full Time
HR Contact:	Sandy McMahon	Date posted:	September 6, 2019
Clearance Required:	__x__ Secret ____ Top Secret ___N/A		
External posting URL:			
Internal posting URL:	http://www.craytek.com/crCareer/crJob.html		
Applications Accepted By:			
E-MAIL: Hiring Manager or info@craytek.com Subject Line: Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]		MAIL: [Recruiting Contact or Hiring Manager] Craytek Inc. 8136 Old Keene Mill Rd. Suite B202 Springfield, VA 22152	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Responding to, resolving, or escalating trouble calls/support requests via telephone, email, fax, Service Desk Ticketing System, or Web • provides over-the-shoulder training and assistance to end users on desktop operations including logging in, setting passwords, re-booting, basic and advanced operations in MS Office suite support, Adobe Acrobat, VPN, Smartphones. • Responsible for building, managing and upgrading network servers, including Windows 2012 servers. • Responsible for life-cycle management of servers and refresh plan as needed. • Support specialized software for Navy, Marine Corps, and overall Command job functions. • Perform systems management, performance and monitoring of networks. • Develop and maintain system documentation regarding physical topology, equipment, environment and/or software. • Ensures proper procedures/guidelines are followed during performance of duties. • Provide timely updates of work status as requested. • Liaisons directly with local government leads. • Maintains current knowledge of relevant technologies as assigned. • Participates in or leads special projects as required by the Project Manager or local government IT lead • Manage and maintain Conference Rooms; update cabling when necessary, 			



maintain AV Rack and ensure proper cabling and organization is utilized, setup/breakdown of equipment for special events, provide hands-on assistance with customers during initial setup of meetings

- Participates in or leads special projects as required by the Project Manager or local government IT lead.
- Provides occasional on-call support after normal business hours.
- Supports Active Directory Management
- Other duties as assigned.

QUALIFICATIONS

- Ability to lift standard PC equipment and peripherals for the purpose of installations, moves, replacements/etc.
- Experience implementing new Windows-based technologies and understanding of associated business implications
- Knowledge of the principles, methods, and techniques involved in help desk operations, support technician operations, and Active Directory
- Proficiency in troubleshooting desktop operating systems and associated hardware and peripherals.
- System administration & architecture design experience in, enterprise-class Windows server environments.
- Knowledge of and experience with PKI infrastructure and implementation
- Knowledge of and experience with common Windows infrastructure components such as antivirus, file services, print services, SharePoint, SQL Server, Exchange etc
- Ability to work independently with minimal supervision.
- Ability to manage multiple IT projects and deadlines effectively
- Excellent written and oral communication skills

EDUCATION/TRAINING/EXPERIENCE

- Bachelor’s degree or Associates Degree in Information Technology preferred or equivalent work experience that includes IT Systems Administration Experience.
- Minimum of 3 years Microsoft Active Directory administration experience
- Microsoft certification(s) preferred
- Knowledge of Excel, Word, PowerPoint, Adobe Acrobat, and other general applications.
- CompTia Security+ certification

ADDITIONAL NOTES

Must have active/current Secret or TS Clearance to be considered for this position.

Reviewed By:	Rich Petrassi	Date:	9/5/2019
Approved By:	Christine Baron	Date:	9/5/2019
Last Updated By:		Date/Time :	