

**Job Title:** IT Administrator

**Location:** Titusville, Florida

**Reports to:** Vice President Operations

**Supervises:** N/A

**Educational and Experience Requirements of the position:**

- Associate's degree in IT, MIS, or CS required, Bachelor's degree preferred.
- Proven experience in implementation and troubleshooting data networks including physical layer infrastructure, servers, LAN/WAN hardware, software, data transmission facilities, and interconnecting devices.
- Experience with network security, including Meraki Firewall configuration and data encryption.
- Experience with setup and configuration of mobile and VOIP desktop phone systems.
- Experience with hardware repairs to computer systems including upgrading and replacement of failed components in desktop and server systems.
- Ability to conduct network project assessments from start-to-finish, including creating and maintaining detailed plans, scope of work, and other technical documentation of all moves, adds, and changes.
- Ability to provide detailed support to users both in office and remote project site.
- Ability to effectively solicit pricing and perform cost versus benefit analysis of hardware and software solutions.
- Ability to maintain current and accurate inventory of IT equipment and software.
- Ability to evaluate existing communications systems; identify deficiencies, and make network performance recommendations.
- Ability to interpret and apply Government specific security protocols, including NIST 800-171.
- Excellent written and verbal communications skills.
- Ability to work in a team environment.
- Must have limited availability some evenings and weekends to provide support or perform system maintenance.

**Technical Requirements of the position:**

Familiarity and knowledge of:

- Veeam backup and recovery
- VMware vSphere
- Microsoft Windows Servers 2012 and 2019
- Microsoft Exchange 2019
- Microsoft Office
- Microsoft DFS replication

- Terminal Servers
- VOIP
- CISCO Meraki
- Local Hosted File Sharing Software

**Essential Functions of the position:**

- Ensures the cost effective maintenance and implementation of the company's informational technology systems.
- Provides support to users.
- Ensures the stability of systems.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Maintains a current understanding and knowledge of the available computer hardware and software, and makes sound recommendations to management for the procurement and upgrading of systems.

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Submit resume and project list to: [careers@dboland.com](mailto:careers@dboland.com)