



## **JOB ANNOUNCEMENT**

**Requisition # 10-07-10**

**Posting Effective: 07-08-2010**

**Application Review Date: 07-22-2010**

**Job Title:** Network Administrator (Part-Time)

**Location:** Anchorage

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**Reports to:** TBD

**FLSA Status:** Non-Exempt

**To Apply:** submit application or resume to [ahtnajobs@ahtna.net](mailto:ahtnajobs@ahtna.net) or fax application to 907-868-8268. Applications can be downloaded at [www.ahtnajobs.com](http://www.ahtnajobs.com)

### **Summary:**

Perform a variety of maintenance, evaluation, installation, support and training tasks to ensure LAN performance meets company and end user requirements. Assist personnel of other departments as a computer resource. Provide project implementation assistance to all Ahtna subsidiaries as needed. Provide on-the-job training to new department staff members. Provide computer orientation to new company staff.

### **Essential Duties & Responsibilities:**

- Maintain confidentiality with regard to the information being processed, stored on or accessed by network servers and end users.
- Administer network workstations, utilizing one or more TCP/IP or non-TCP/IP networking protocols and/or one or more Windows servers in stand-alone and VMware operating environments.
- Evaluate and/or recommend purchases of computers, network hardware, peripheral equipment, and software as directed;
- Investigate user problems, identify their source, determine possible solutions, test and implement solutions in accordance with IT Team policies.
- Install, configure, and maintain personal computers, file servers, Ethernet networks, wireless networks, network cabling, email servers and other related equipment, devices, and systems; adds or upgrades disk drives, CD ROM units, printers, and related equipment.
- Install, configure, and maintain VoIP telephone solutions.
- Maintain site licenses for department/organization in accordance with IT Team policies.
- Assist in planning and implementation of network security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users in accordance with IT Team policies.
- Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Develop and conduct various training and instruction for system users on operating systems, relational databases, and other applications; assist users in maximizing use of networks and computing systems.
- Anticipate communication and networking problems and implement preventive measures.

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- Establish and perform maintenance programs following company and vendor standards.
- Ensure timely user notification of maintenance requirements and effects on system availability.
- Investigate, recommend and install enhancements and operating procedures that optimize network availability.
- Document network problems and resolutions for future reference.
- Other duties as assigned.

**Minimum Qualifications:** These are the minimum qualifications to be considered for this position.

- A minimum of three (3) years of progressively responsible networking experience that demonstrates ability to meet core competency requirements
- Bachelor's degree in Technology, Network Administration or directly related field is required
  - Vocational Certification, High School Diploma (or equivalent) and an additional two (2) years of networking experience may be substituted for the degree requirement
- Direct experience with Windows Server 2003, Windows Server 2008, SharePoint Server 2007, and SQL Server preferred
- VoIP telephony experience specifically with Cisco Systems is preferred

**Core Competencies:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events
- **Attendance/Punctuality** - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- **Availability** – Available during non-business hours to complete job functions, amount and duration will depend on system maintenance task; available at any hour of the day to address system emergencies
- **Business Acumen** – Understands business implications of decisions, displays orientation to profitability, demonstrates knowledge of market and competition, and aligns work with strategic goals
- **Change Management** – Develops workable implementation plans, communicates changes effectively, builds commitment, overcomes resistance, prepares and supports those affected by change, monitors transition and evaluates results
- **Computers and Electronics** – Demonstrated knowledge of circuit boards, processors, chips, electronic equipment, network security systems and computer hardware and software, including applications, programming and peripheral equipment. Uses computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Demonstrated ability to install, configure, and maintain personal computers, networks, and related hardware and software. Demonstrated knowledge of federal copyright laws as they pertain to the use of computer software. Demonstrated ability to identify and resolve computer system malfunctions and operational problems
- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

- **Dependability** - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan
- **Ethics** - Treats people with respect; keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values
- **Innovation** - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, presents ideas and information in a manner that gets others' attention
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions. Works well under pressure
- **Oral and Written Communication** – The individual speaks clearly and persuasively in positive and negative situations, listens and gets clarification, responds well to questions, participates in meetings, demonstrates group presentation skills, prepares and delivers written reports, conducts meetings and negotiates with employees, subcontractors and clients. Writes clearly and informatively, varies writing style to meet needs, presents numerical data effectively and is able to read and interpret written information. Creates moderate to complex contractual instruments. Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Demonstrates strong influence-management, negotiation, leadership and assertiveness skills. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Demonstrated ability to communicate technical information to non-technical personnel and provide technical training to end users.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action policies and respects diversity
- **Planning/Organizing** – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks, develops realistic action plans, has ability to manage multiple priorities and projects simultaneously, has ability to work long hours and weekends to meet a deadline, can work on short-term assignments with tight deadlines while managing multiple tasks and projects
- **Problem Solving** – The individual identifies and resolves problems in a timely manner and gathers, analyzes and interprets both financial and general business information skillfully. The individual understands the implications of new information for both current and future problem-solving and decision-making. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments