DOYON UTILITIES, LLC – CORPORATE HEADQUARTERS
FAIRBANKS, AK

TITLE: IT Systems/Network Administrator

DEPARTMENT: Administration - Information Technology

REPORTS TO: Information Systems Director   **WAGE RANGE:** DOE

POSITION OBJECTIVES: The IT Systems/Network Administrator is responsible for the maintenance, operations, and application development of the companywide computer system and network.

MAIN ACTIVITIES:
1. Install, maintain, and control network and server systems both at the hardware and software level.
2. Install new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
3. Install new software releases and system upgrades.
4. Evaluate and install software patches.
5. Resolve software related problems.
6. Maintain data files and monitor system configuration to ensure data integrity.
7. Perform system backups and recovery.
8. Develop and maintain database applications, forms, and reports as needed (DBA crossover).
9. Providing primary support and maintenance of system virtualization
10. Assist with the maintenance of workstation hardware, operating systems, applications, and perform workstation troubleshooting and upgrades.
11. Maintain system user IDs, directory structures, permissions, e-mail, etc.
12. Install and maintain the physical/logical network infrastructure.
13. Assist the Help Desk as necessary.
14. Maintain ticketing systems.

SKILLS AND QUALIFICATIONS:
1. Competence in the operation and maintenance of PC hardware, operating systems, and applications to include: Windows XP &7 , Server 2003 &2008, and Exchange 2003 (2010), MS Office Suite 2007 & 2010, Cisco Call Manager and Unity (9), Symantec End-Point Security, and Backup Exec & Backup Exec System Recovery, Cisco switches and routers, and HP & Dell Servers and SAN.
2. Intermediate.Net development tools experience.
3. The ability to maintain strict confidentiality policies (DBA crossover).
4. Demonstrated ability to work well and communicate effectively with staff, co-workers and users.

EDUCATION AND TRAINING:
1. Minimum of 5 years of experience is preferred.
2. College-level computer/business courses or System Admin experience gained in previous employment.
3. A+, Network+, and Security + certifications with preferred MCSE and/or CCNA/P certifications preferred
4. Sufficient knowledge/experience in MS Office reports to support them.
5. Sufficient knowledge/experience in Win Server 2003 & 2008, MS Exchange Server 2003 (2010), IIS, Active Directory, etc.

6. Sufficient experience in.Net development/ System-Reporting tools
7. SharePoint administration skills
8. Virtualization/ESX skills
9. Retina, or other similar network scanning tools desirable

CONDITIONS OF EMPLOYMENT
1. Normal office conditions prevail.
2. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of DU.
3. Must be eligible to work on a military installation in Alaska.
4. Possess and maintain a valid State of Alaska driver's license throughout the period of employment.
5. The work involves some walking and occasional lifting to approximate a 40-pound box.
6. Position requires a minimum of 40 hours per week (normal office hours are 8:00 a.m. to 5:00 p.m., Monday-Friday) with hours in excess of 40 per week as needed.
7. Must be willing to perform duties at Doyon Utilities locations at Fort Wainwright, Fort Greely and Joint Base Elmendorf Richardson.

EMPLOYMENT CLASSIFICATION:
Non-Exempt/Full-time Permanent