

Job Description Form



Web-Hed Technologies, Inc.

Division/Department: Security/Infrastructure

Location: WHT Central Office

Job title: Senior Network Systems Security Architect/Engineer

Reports to: Roger Colunga, VP of Technology

Level/Grade: Full-time (40 hours per week) Exempt

Job Summary

Under the general direction of the VP of Technology, helps users achieve optimum use of their computer networks by performing needs analysis, procurement support, installation, training and problem resolution for the local and wide area networks. Responsible for configuration, operation, and administration of network server hardware, operating systems, and communications links. Defines and implements solutions to integrate desktop and shared devices into local and wide area networks and/or other host-based networks. Recommends appropriate computer tools to users including equipment software, documentation, and training.

Job Description

All areas of responsibility listed below are essential to the satisfactory performance of this position by any/all incumbents, with reasonable accommodation, if necessary. Any non-essential functions are assumed to be included in "other related duties as assigned":

Analyzes users' needs. Recommends appropriate network configurations to meet users' needs and departmental standards.

Implements and maintains bridges, routers, gateways, remote access servers, domain servers, security firewalls, application and device servers and Internet or Intranet devices and connections.

Designs, configures, monitors and optimizes local and wide area networks and printers for optimal performance, maximum availability, minimal maintenance, and reasonable costs.

Performs preventative and fault isolation maintenance on the local and wide area networks. Performs file maintenance on servers, domains, electronic post offices, and user files and/or data bases.

Designs, configures, maintains and manages network security features for local and wide area networks. Configures, monitors, and maintains anti-virus programs to insure network and systems integrity. Adds and deletes users as required on network servers and applications.

Performs customization and system administration for network management, task/project management, help desk, work group integration, documentation, and educational software packages on local and wide area networks.

Analyzes, recommends, and evaluates new hardware, software, and communications products for network compatibility and applicability.

Develops, maintains and updates a library of technical documentation, including Standard Operating Procedures.

Performs advanced diagnostics and maintenance on desktop devices when additional expertise is required.

Assumes contractual management responsibilities, assists in requests for proposals, vendor selection, and contract monitoring.

Works with cross-functional teams in the design and implementation of information technology. Assists in the training of other Information Systems personnel to improve their technical skills.

Assist departmental management with development of systems standards, short and long term goals, project management, and strategic directions.

Keeps current on new developments and techniques in information technology.

In addition, the position involves other duties such as:

Sets standards for backup/recovery and documentation

Coordinates special projects as assigned

Maintains a leading-edge knowledge base for PC/LANS

Tools and Technology

Not exhaustive or exclusive

Tools used in this position

- Computer servers
- Graphics or video accelerator cards
- Motherboards
- Radio Frequency Cable
- Signal Cable

Technology used in this position

- Database management system software
- Development environment software
- Object or component oriented development software
- Operating system software
- Web platform development software

Knowledge

- Computer and electronics
- Engineering science and technology
- Mathematics
- Telecommunications
- Design techniques, tools, procedures
- Customer and personal service
- Administration and leadership

Skills

- Critical thinking
- Complex problem solving
- Reading comprehension
- Superior communication
- Active learning
- Systems analysis
- Technology design
- Systems evaluation
- Active listening
- Judgment and decision making
- Troubleshooting

Abilities

- Oral and written comprehension
- Problem sensitivity
- Oral expression
- Inductive and deductive reasoning
- Information ordering
- Originality
- Nearsighted ability

Work experience requirements:

Minimum:

- Windows 2003 Systems (5 years plus)
- Linux Systems (5 years plus)
- Cisco Systems (5 years plus)
- TCP/IP Networks (10 years plus)
- VPN Networks (PPTP, IPSEC, SSL, SSH, L2TP) (5 years plus)

Preferred:

- SonicWall or NetGear Device Experience
- CCIE, MCSE AND CISSP Certification

Minimum five years related work experience with a minimum of two years experience installing and maintaining local and wide area networks required.

Must have documentable knowledge of local and wide area networks; computer software and hardware; knowledge of data communications, network planning and analysis; and vendor evaluations. Any technical certifications and/or technical training in personal computer hardware and/or software, servers, local and wide area networks, and/or communications highly desirable.

Must possess strong analytical skills and effective interpersonal and communication skills to interact with a wide range of users having different levels of computer expertise. Ability to design workable solutions to problems in a timely manner.

Must be able to transport self to various facility sites as required. If using own motor vehicle, must possess a valid Texas driver's license and proof of insurance that meets the minimum standards of the State of Texas.

OR

Any combination of education, training and/or experience that fulfills the requirements of the position will be considered.

Minimum Education Requirements

Bachelor's degree in computer science, information systems, or related field or equivalent technical or professional experience related to the design, installation, and maintenance of local and Wide area network required.

Security Clearance Information

Must have Top Secret / Sensitive Compartmented Information (TS/SCI) clearance

Reviewed by: Janie Gonzalez, CEO

Approved by: Janie Gonzalez, CEO

Date posted: January 27, 2010

Date hired: