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Title Network and Computer Systems Administrator

Department Information Technology

Work Location NSWC Crane & Contractor Site

Exempt Status (Y or N) N Position Status (FT/PT/Permanent/Temporary) FT

### **Company Conformance Statements**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Valor Inc is an Equal Opportunity Employer and provides a Zero Tolerance Drug Free Workplace
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- To ensure the proper procedures are in place for provision of the daily safety and well being of the employees, customers and equipment.

### **Position purpose**

The position of the Network and Computer Systems Administrators is responsible for day to day operation of the organization's networks. To organize, install, and support the organization's computer systems, including local area networks (LANs) wide area networks (WANs) network segments, internets, and other data communications systems. Position is for internal and external requirements.

## **Responsibilities/Duties/Functions/Tasks**

Incumbent provides the following duties with routine oversight:

- Provides support in maintaining, troubleshooting, and upgrading the core infrastructure. This includes core network switches, end switches, network drawings, maintain current designs and well as developing future design requirements. Entry level or Journeyman level support for S. Admin Network Administrators.
- Provides support and oversight in maintaining, troubleshooting, and upgrading application servers, SAN storage for production, test and development environments. These may include Windows based systems, and a variety of UNIX variants. Ensures that software updates, patches and configurations are maintained to current standards, assists with account creations and permission granting as well monitoring and tweaking system parameters to maximize system performance.
- Provides the lead oversight in maintaining, troubleshooting, and upgrading the core network infrastructure. This includes core network switches, end switches, network drawings, maintain current design and well as developing future design requirements.
- Provides support in the configuration and maintenance of desk tops and software installation. Provides in the area of IA support ensuring that all necessary patches and upgrades have been properly installed and configured. Performs scanning and other means of validation to identify potential threats as well as confirming proper configuration has been met. Areas of support include Windows base system, UNIZ variants, Networks, and data base products.
- Takes direction and guidance from Sr. Network Administrators and Leads.
- Incumbent must have the ability to perform duties as assigned with little or no supervision or direction.

## **Qualifications**

BS College Degree;  
Minimum of at least 2-3 years of job-related experience;  
Admin Network Information Assurance Certificate, IAT2;

## **Special Position Requirements**

Must possess the ability to obtain and maintain a US Department of Defense Security Clearance.  
Position may require limited travel.

## **Preferences**

BS College Degree (Information Technology)

## **Work Requirements**

Most tasks are performed in office setting.