

INTERNET SYSTEMS ADMINISTRATOR

MAJOR GOAL/OBJECTIVES:

Maintains internal networks and connections to the Internet by performing the Internet Systems Administrator responsibilities.

POSITION RESPONSIBILITIES:

- Installs and maintains various Web servers.
- Provides networking assistance to users, including help with network connections and passwords.
- Assists with linking Web servers to database systems.
- Utilize various Web-based scripting languages to create online forms that link users to databases.
- Manages all upgrades and backups.
- Researches and implements security and firewall strategies.
- Develops network, news, and host security policies.
- Manages remote client dial-in access.
- Monitors network traffic and makes necessary recommendations for additional resources or hardware.
- Manages set up and maintenance of intranets related to system administration functions.
- Meets with engineering groups to allocate server resources and install new servers.

POSITION EDUCATION AND EXPERIENCE:

- Four year Computer Science Management Information Systems or Computer Engineer degree or equivalent.
- Competencies in MS Office applications and /or Open Office.