

Job Title: Network/Security Administrator
Reports To: Director of IT

Category: Exempt

Summary: Manage network and server environment. Ensure the organization's network, computer hardware, and data are protected from security breaches and cyber threats.

Essential Functions:

- Evaluate, manage, and upgrade network servers, switches, access points, routers, and firewalls.
- Recommends and implements plans to safeguard computer data against accidental or unauthorized adaptation, destruction, disclosure, or other breach.
- Ensures system security; improves server and network efficiency by training users and promoting security awareness.
- Perform network performance and intrusion testing.
- Collaborates with users to understand and support a variety of issues and needs including data access, security violations, and programming modifications.
- Ensure endpoints are operating properly and protected from viruses, phishing, and other cyber-attacks.
- Adapts and updates security processes, applications, and tools to incorporate new software and correct errors.
- Conducts risk assessments and executes tests of data processing systems to ensure proper functioning of data processing activities and security measures.
- Documents policies, procedures, and tests related to networking, computer security, and emergency measures.
- Drafts and presents recommendations and proposals to senior staff.
- Manage network resources such as routers, switches, LAN/WAN configurations, Active Directory, and other systems related items.
- Assist IT department with related tasks.
- Consults on the annual technology budget.
- Performs other related duties as assigned.

Qualifications:

- Bachelor's degree in Computer Science, Information Systems, or a related field is required.
- 3+ years of related experience.
- Hands-on experience and thorough understanding of network routing, computer-related security systems, including firewalls and routers, password protection and authentication, and site-specific controls on physical access to computers.
- Understanding of cloud applications such as Office 365, VOIP, and hosted servers.
- Experience with Windows operating systems, DHCP, DNS, TCP/IP, Active Directory, etc.
- Ability to communicate with individuals at all levels in the Company in an articulate, professional manner.
- Excellent written and oral communication skills.
- Excellent analytical and problem-solving skills.
- Must be reliable and work independently with little supervision.
- Ability to prioritize multiple diverse tasks in an organized, timely manner while retaining high level of accuracy.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 40 pounds at times.
- May be required to work unpredictable hours in emergencies.

Delegation of Authority:

- The Iwaki America Inc. Delegation of Authority Matrix is incorporated herein by reference