

# EMPLOYMENT OPPORTUNITY

**Position:** NETWORK ADMINISTRATOR

**Department:** Information Technology

**Reports to:** Network Administrator II

**Job Summary:** Serves as system administrator for local area network, wide area network, all software applications, troubleshoots network, personal computers, and user problems including: maintaining a working knowledge of Microsoft Server 2008/12/16, MS Exchange 2010, MS Outlook, Remote Desktop, Windows 7/8/10, Internet Explorer, Google Chrome, Mozilla Firefox, Microsoft Office, Active Directory, DNS, DHCP, VMWare vShere 6, VMWare vCenter 6, Cisco Routers/Switches, Cisco Callmanager, Cisco Unity and Barracuda SPAM/Firewall . Schedules, installs and maintains hardware and software components, maintains inventory of all PC hardware and software; ensures preventative maintenance schedules are up to date to minimize unscheduled service interruptions; contacts, assists, and supervises outsourced system technicians when needed.

**Requirements:** Completion of a four (4) year degree in computer science and a minimum of two (2) years' experience working with local area networks, wide area network communications, Novell Netware, Windows, Internet, PC Troubleshooting and repair, upgrades, software installation; design and implementation of Windows infrastructure or any combination of training and/or work experience which indicates possession of the skills needed to successfully perform in this position. State of Ohio Driver's License and transportation; fingerprint and background checks conducted; Summit County residency required within 12 months of hire.

**Pay Rate:** \$17.54 per hour (Pay Level 25)

**Work Schedule:** Year Around

**FLSA Status:** Regular, Part-time, Non-Exempt

**POSTING DATES** **May 15, 2017 – May 22, 2017**

**Send Resume/  
Application to:** Akron Summit Community Action, Inc.  
Human Resources Department  
55 East Mill Street, Akron, Ohio 44308  
**Or,** E-mail resume to [resumes@ascainc.org](mailto:resumes@ascainc.org)