

## ***Rorer Asset Management, LLC***

### **JOB TITLE: IT Network Administrator II**

#### **JOB SUMMARY:**

The Administrator is responsible for creating and implementing improved functionality. The Administrator also provides support to the existing network, designs and implements new projects and participates in a desktop support role.

#### **ESSENTIAL FUNCTIONS:**

1. Administers and supports the existing multi-domain network including end-user support, server and desktop maintenance and routine backup of vital data.
2. Administers, maintains and supports various back office products including IIS, Exchange 5.5, SQL 2000, SMS, Proxy Server and IAS.
3. Creates and maintains NT user accounts, MS Exchange 5.5 mailboxes and distribution lists.
4. Installs and provides desktop support for applications and operating systems (MS Windows 9x, NT, 2000).
5. Assists with various migrations (e.g., NT to Windows 2000, Exchange 5.5 to Exchange 2000).
6. Maintains CISCO LAN/WAN hardware and IOS.
7. Installs and maintains standard and industry-specific application software.
8. Installs and supports PC and Server hardware devices (modems, NICs, hard drives, RAID, video controllers).
9. Maintains general infrastructure (CAT5 cabling, modem/fax lines, telecommunications connectivity).

#### **ADDITIONAL RESPONSIBILITIES:**

1. Assists with the design and maintenance of disaster recovery procedures and testing.
2. Administers setup, maintenance and support to remote VPN and dial-up users.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Demonstrates proficient knowledge of Windows 98, NT, 2000,
2. Exhibits adept knowledge of Exchange 5.5, Exchange 2000, IIS 4.0, IIS 5.0, and SQL 2000.
3. Prioritizes, plans and takes initiative.
4. Demonstrates problem-solving abilities, includes the appropriate people in the decision-making process and follows prescribed procedures for exceptions and errors.
5. Supports Firm values and treats others with respect and consideration.
6. Communicates effectively with colleagues.
7. Works productively in a team environment.
8. Demonstrates the ability to work in a fast pace environment while meeting deadlines and executing responsibilities with minimal errors.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree in Computer Science.
2. Three to five years of experience administering Windows network.
3. Knowledge of CISCO equipment, IOS a plus.
4. MCSE and CCNA certifications are a plus.
5. Knowledge of VB script, HTML, DHTML, Java Script, and imaging systems are a plus.

**INDEPENDENT ACTION:**

Duties are performed independently. Consults with Manager and Director as needed.

**SUPERVISORY RESPONSIBILITY:**

None.

**PHYSICAL REQUIREMENTS:**

Staring at computer screens and sitting for prolonged periods. Ability to lift 50 pounds for routine installations of computer monitors, CPU's and printers.