

## **Telecommunication Network/Systems Administrator**

### Essential Duties and Responsibilities

Minimum of three years' experience working in telecommunications and/or data networking environments. Experience with Linux and Windows operating systems as it relates to network engineering.

1. Installs, configures, tests and maintains servers, SAN, and related networking equipment.
2. Monitors scheduled jobs and computer output for completeness, accuracy, and errors.
3. Performs all critical data backups and secures data according to established procedures.
4. Installs firmware and security updates on servers, routers, and related networking equipment.
5. Configures and maintains Microsoft Active Directory.
6. Installs, configures and maintains IPS/IDS, Firewall, Anti-Virus, Anti-Spam, AntiMalware, etc. for maximum internal network protection.
7. Maintains Unified Communications, VoIP, and any related equipment, services, and platforms.
8. Logs all computer, terminal, and printer hardware/software problems. Calls appropriate maintenance organizations and arranges for repair. Notifies supervisor of unusual problems.
9. Assists with software upgrades and installations.
10. Creates scripts for automation of common tasks.
11. Provides support to operational staff.
12. Performs such other duties as may be required from time to time for the overall management and operation of the Network.

## Qualifications

To perform this job successfully, an individual must understand data networking, i.e., subnets, VLAN's, routing and switching. In addition, they should have working knowledge of EPON, GPON, Wi-Fi, VOIP and IPTV installation and service along with Cybersecurity skills essential for the job.

## Education and/or Experience

High School Diploma is required, bachelor's degree preferred. At least three years of technical experience with switching, routing, VOIP and IPTV service and installation.

## Computer Skills

Proficiency with Microsoft Office (Word, Excel, and PowerPoint) required. Experience utilizing NISC software specifically SIS.

## Language Skills

Effective verbal and written communication skills are essential. Experience reading and interpreting network architecture diagrams and technical schematics is desirable.

## Reasoning Ability

Ability to solve technical problems and deal with a variety of variables in situations where only limited standardization exists. Must possess strong analytical abilities and deductive reasoning skills. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## Other Skills and Abilities

This position works alone frequently, therefore, the individual must be able to manage his or her time effectively with minimal supervision.

Ability to work in a time sensitive environment.

On-Call

This position will require the employee to work after hours which may include holidays and weekends or be on an on-call rotation.

Work Environment

The work environment is in an office setting. Frequent travel by vehicle to customer locations and fiber POP locations.

Valid Oklahoma Class D driver's license and excellent driving record required. Must provide 3 Professional letters of recommendation.

Must furnish Oklahoma Motor Vehicle Operator Report upon conditional job offer. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use.

Employment will be contingent upon drug test results.

Apply in person at the **Hulbert office**, (918) 772-2526.

Applications accepted through May 28, 2021.

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