Network Administrator
Job Description

General Description:
The Network Administrator directs and manages Discovery Institute's information technology systems and needs. This responsibility includes directing, leading and managing the IT needs for each of the Institute's programs. The Network Administrator must be self-directed and able to handle multiple tasks and projects simultaneously without supervision, and also be a self-starter with excellent troubleshooting skills. In order to be considered for this position, one must show demonstrated time management, planning, and organization skills, an ability to self-train, and to evaluate and learn new networking technology and techniques quickly, and a proven ability to model professional integrity and behavior. This position reports to the President of Discovery Institute.

Required Qualifications
- Bachelor's Degree in Computer Science or related field.
- Network Administrator experienced in the configuration, maintenance, and support of a heterogeneous (Mac OS 10.6-7 and Windows XP and 7) network.
- Must have a minimum of five years of experience installing, configuring, operating, and maintaining a range of Microsoft, Apple, and some Linux enterprise technologies.
- Demonstrated ability to apply technology or technology processes to solve "real world" problems without supervision.
- Strong knowledge of the Windows and Mac operating systems, and the ability to comfortably update and maintain these operating systems.
- In-depth knowledge of the Windows Server 2008 enterprise environment.
- Experienced in the configuration, maintenance, and support of secure LAN/WAN infrastructure including routers, switches, firewalls, and VPNs.
- Experience administering and maintaining Debian (Lenny) Linux web servers running Apache and MySQL.
- Comfortable replacing broken hardware components in servers and workstations.
- Thorough knowledge of iSCSI SAN systems and technology.
- Experience with wireless LAN technologies.
- Understanding of security concepts and best practices.
- Experience managing user credentials and security groups.
- Experience with GPOs and policy based software deployment.
- Excellent written and oral communication skills.
- Able to work with multiple teams at the same time.
- Demonstrated ability to write and maintain technical documentation.

Other Preferred Qualifications *(In addition to above requirements)*
- PHP programming experience.
- Experience with Hyper-V, XenServer and, Dell servers.
- Experience with public/private clouds.

Primary Duties:
- Ensure proper backups of all servers and restore files as needed.
- Troubleshoot hardware and software problems and provide technical assistance (hardware and software).
- Responsible for procurement, installation and life-cycle maintenance of hardware and software (includes PCs, peripherals, servers, networking equipment, operating systems and other software).

- Perform software updates and updates in a production environment.
- Manage and document all system configurations.
- Responsible for local inventory maintenance and software license management.
- Monitors security compliance in accordance with institutional policies and procedures.
- Provides new staff with PC/Account setup and limited orientation.

Secondary Duties:
- Serves as the technical and communications liaison to and from key staff for events in-house and external events.
- Serves as the point of contact for office relocation and/or installation of voice/data communications solutions, LAN and PC equipment.

Other
- This is not a teleworking position.
- Must be able to work for any employer in the United States. (No Visa sponsorship.)
- Ability to lift a server into a rack, install a server by cabling and powering up.

To apply for position, send resume, cover letter and references to:

Steven J. Buri
President
Discovery Institute
208 Columbia Street, Seattle, WA 98104
steveb@discovery.org
206-292-0401 x125