

**Position: Network Administrator**

**POSITION SUMMARY**

Responsible for overseeing the computer systems and networks to ensure proper maintenance and security. Identifying network and computer system needs, overseeing the installation of new hardware or software, and partnering with IT staff to best support business needs. Responsible for establishing and maintaining interpersonal relationships with patients, visitors, and HMS employees in a courteous, respectful, and professional manner.

**POSITION ACCOUNTABILITIES**

The Network Administrator will be responsible for the following:

- Manage all network hardware and equipment, including routers, switches, and UPSs
- Oversee installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices
- Create and maintain network users/permissions
- Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information
- Designs and implements data connectivity for local area network (LAN) and wide area network (WAN)
- Recommend, schedule, and perform network improvements, upgrades, and repairs
- Create technical support documentation for systems and applications
- Monitor network to ensure optimal performance
- Perform server and security audits
- Manage security solutions, including firewall, anti-virus, anti-spam, web filtering and intrusion detection systems
- Assist in network design and implementation
- Maintain servers and associated hardware, applications, services, and settings
- Implement and manage disaster recovery and back-up
- Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services
- Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts
- Orders software, hardware, and other supplies as required for the institutional computer network, personal computers, and computer labs

**MINIMUM QUALIFICATIONS**

- 5+ years of progressive experience in a network or systems administrator role
- 2+ years in a healthcare focused IT related role
- Fundamental knowledge of networking concepts
- Proven network engineering and network performance analysis skills
- Operational knowledge of network and routing protocols

- Operational knowledge of switch configuration and programming
- Hands-on technical troubleshooting capabilities
- Familiarity with server management and monitoring tools
- Proficiency with scripting languages
- Experience with Microsoft Windows Server 2012+
- Experience with Cisco/Meraki networking equipment preferred
- Certifications (CISSP, CCNA, or CCNP) and continuing education preferred
- Strong interpersonal skills and ability to effectively communicate across the organization
- Ability to multi-task and adapt to changes quickly in a fast-paced environment
- Ability to work independently under minimal supervision
- Exceptional critical thinking and problem-solving ability
- Typing skills to ensure quick and accurate entry of project details

**TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326