



**Nassau Airport Development Company Ltd.
Lynden Pindling International Airport
JOB DESCRIPTION**

TITLE	Information Technology Network Administrator
DEPARTMENT	Information Technology & Electronics

Job Summary

The Information Technology Network Administrator must maintain a stable, reliable, secure and efficient voice and data communication network throughout the airport campus. Additionally, The Network Administrator must also maintain, configure and monitor all active network components to ensure the smooth daily operation of the campus network. The components to be managed daily include but not limited to all Cisco distribution switches, firewalls and devices that are driven by the network systems and critical to business continuity. The Network Administrator will complete supplementary duties as needed.

Reports To: -

Supervisor, Information Technology & Electronics

Main Duties: -

- Upgrade networking device's IOS when and where necessary
- Manage the operation of routers and switches
- Fully support, configure, maintain and redesign the corporate network environment to enhance efficiency when necessary
- Resolve timely end-user client machines networking concerns
- Define or modify networking policies and procedures when necessary
- Monitor network performance, availability, utilization, throughput and latency issues
- Research and make recommendation on network design and administration
- Monitor, modify and maintain the campus wireless network infrastructure
- Install and support LANs, WANs, network segments, Internet and Intranet systems
- Evaluate and modify network systems performance
- Analyse and isolate network related issues
- Design and deploy networks to support subsystems when required
- Ensure network connectivity throughout the company's LAN/WAN infrastructure is on par with technical considerations
- Maintain the security and integrity of the voice and data networks
- Determine network enhancements and related system requirements
- Install and maintain network hardware and software when required
- Maintain and manage network monitoring software
- Manage and maintain firewalls, spam filters and other networking devices
- Protect the network from malware and viruses

- Maintain and troubleshoot the VMware networking environment

Job Specific Competencies:

- **Honesty and Integrity:** Ethical and trustworthy, as well as always making the decision to do what is right for all company stakeholders.
- **High Standards and Work Ethic:** Set a high bar of work expectations and accountability for yourself and team members. The willingness to go the extra mile in all work-related activities.
- **Efficiency / Organization / Follow Through:** The ability to prioritize work by importance with an emphasis on efficiency; remain organized and follow through on every task assigned.
- **Proactive / Attention to Detail:** The ability to act and plan without needing to be told what to do, can be flexible when encountering change, all while making sure every detail is accounted for.
- **Key Requirements:** Reliability, adaptability, excellent interpersonal skills, organizational and communication skills, proficiency with Microsoft Office applications and excellent problem-solving skills.

Minimum Qualifications

- Bachelor's Degree or equivalent in the field of Engineering Technology/Information Technology or related field of study.
 - Cisco's CCNA, CCNP and CCNA wireless
 - CCDA and VCP a plus
 - Proficiency with all windows Operating Systems
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