



Network Administrator

LOCAL CANDIDATES - PRINCIPALS ONLY

Gulf Coast Authority is located in Baybrook Mall area of southeast Houston. The Network Administrator position reports to the IT Director and is responsible for the maintenance, support and upgrading of the GCA-wide management information network and other IT projects as assigned.

Bachelor's Degree (IT or related Business, Computer Science or Software Engineering preferred) or higher. Five to eight years of experience in network administration and management information systems including troubleshooting, maintenance and installation at local and remote facilities. Preference given to IT experience in highly regulated and compliance driven environments.

Typical Duties include:

- Maintain and improve the server and network hardware and software for all GCA installations.
- Review and plan hardware and software requirements including the development of system requirements, technical specifications, vendor qualifications, acquisition planning, implementation scheduling and management for network servers and communications equipment.
- Direct the installation of server and network hardware and software for all GCA installations to ensure proper utilization and operation.
- Evaluate and analyze network system operations to identify problems and determine needed modifications to improve the effectiveness of the systems.
- Conduct special projects, communications training and other administrative duties related to the operation of network and communication systems.
- Maintain an active knowledge of Microsoft network products and be aware of how they relate to GCA operations and how they can improve the current state-of-the-art IT environment.
- Communicate effectively with system users, vendors, consultants, technical representatives, trainers and GCA management concerning network hardware and software as well as communication issues.
- Such other duties as may be assigned by IT Director

Other knowledge, skills, and abilities:

- Knowledge and understanding of Microsoft products, including Windows Server software, Active Directory, Group Policy and Hyper-V virtualization technology.
- Knowledge and understanding of other Microsoft network products including Exchange and Lync.

- Demonstrated knowledge of Microsoft System Center products, including but not limited to Configuration Manager, Endpoint Protection and Data Protection Manager.
- Knowledge and understanding of database management systems, primarily Microsoft SQL Server.
- Knowledge and understanding of LANs, SANs, iSCSI and networking and knowledge and understanding of Sharepoint or similar platforms.
- Knowledge of communications techniques and requirements of Lync and associated systems.
- Ability to assimilate information from a variety of sources such as, but not limited to, operating and technical manuals, technical publications and newsletters, internet, conferences, seminars and formal training and to determine if and how it would either benefit or not benefit the operations of the GCA network and communication systems.
- Ability to discuss various operations of GCA with a variety of personnel that are familiar with that operation and to be able to understand and to determine if there may be a way to assist or improve that operation.
- Ability to manage computer and communication systems as well as being able to accumulate statistics regarding their operation and effectiveness.
- Ability to travel in the course of business, to work odd hours within and without the formal workplace and to function at all times as a professional representative of the organization.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to communicate effectively in writing and orally via telephone memoranda, reports, planning documents, system documentation and procedures and ability to present the same effectively.
- Thorough knowledge of GCA's computing systems, including software and hardware and ability to provide timely updates and advice related to technical solutions to management.
- Highly-motivated self-starter who can drive tasks to completion independently when required without close supervision.
- Work well in a team environment.

GCA offers competitive salary and excellent benefit package to the right individuals.

Again, local candidates and principals only, please. To be considered, all applicants must email resume with salary requirements to the attention of Keith Hardcastle, Human Resources Director, Dept. ITNA at khardcastle@gcatx.org.