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**Title: Network Administrator**  
**Reports to: VP Technology, Analytics & Strategy**  
**Effective Date: 10/19/2021**

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**Position Summary:** The Network Administrator is responsible for the stable operation of the company's computer network. This includes installing, configuring, maintaining, supporting, and optimizing all network hardware and software. The Network Administrator will also be responsible for the maintenance and deployment of virtual and on-premises servers. Ensuring viable disaster recovery, replication, and cyber security plans for all servers exists and are implemented.

**Job Specific Duties and Responsibilities:**

- Primary SonicWall network administrator
- Configure, maintain, and upgrade company network
- Primary support for network infrastructure and servers
- Install, integrate, and support on premise and virtual Windows servers
- Primary administrator of Exchange and Active Directory
- Design, document, and execute infrastructure maintenance plan
- Design, document, and execute infrastructure disaster recovery plan
- Develop, implement, and maintain a corporate cyber security plan
- Regularly pursue relevant industry standard certifications
- Remain up to date with current and emerging technologies

**Required Qualifications:**

- Bachelor's degree in Computer Science, MIS, or related field
- 3-5 years of network administration experience
- SNSA and SNSP certifications preferred
- Proficient with Microsoft products

**Knowledge, Skills, and Abilities:**

- Technical knowledge of switches, routers, firewalls, VPN technologies, and management software
- Experience with LAN, WAN, and WLAN design and implementation
- Experience with network capacity planning, network security, and general network management best practices
- Experience with Windows Server, Active Directory, and Group Policy
- Experience with anti-virus software and implementing cyber security policies
- Experience diagnosing problems by investigating an issue, identifying the root cause, and implementing solutions to effectively resolve the problem
- Basic understanding of HIPPA, PCI, and other compliance requirements
- Experience working in a team oriented, collaborative environment
- Effective written and verbal communicator
- Proactive and inquisitive

**Who We Are:**

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

**Expected Use and Disclosure of Protected Health Information:**

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

\*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.