



Network Administrator

ASV Holdings, Inc. designs and manufactures a full line of compact track loaders and skid steers used primarily in construction, forestry, landscaping and agriculture. ASV has an immediate opening for a Network Administrator. This position reports directly to the Information Technology Director and is located in Grand Rapids, MN.

OVERVIEW:

The Network Administrator is responsible to configure, install, modify and support network technologies, including desktop and server hardware, software, LAN/WAN and end-user assistance and training.

RESPONSIBILITIES:

- Designs, specifies, configures, installs, and maintains local area network hardware, software and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems, cabling and Internet service providers.
- Establishes and maintains network users, user environment, directories, and security.
- Maintains all server and workstation operating systems.
- Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs.
- Communicates with other departments to report and resolve software, hardware, and operations problems.
- Researches and evaluates new technologies as it relates to the network.
- Installs and tests software upgrades.
- Collects and analyzes network and memory utilization.
- Reviews network security and virus prevention procedures and strategy.
- Makes recommendations regarding network capacity, technology and capabilities, along with backup and data storage procedures.
- Initiates recovery actions after system failures.
- Works with vendors and programmers to resolve issues.
- Responds to inquires concerning systems operation and diagnoses system hardware, software, and operator problems. Recommends or performs actions to correct problems.
- Instructs users in use of equipment, software, and manuals. Conducts new hire orientation and training.
- Provides updates, status, and completion information to manager, problem request tracking system and/or users, via voice mail, email or in-person communication.
- Refers major hardware problems to service personnel for correction.
- Provide backup support to the IT Director to cover for vacations and other absences.
- Assists with and supports management information systems policies and controls.

QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in relevant field; or equivalent combination of education and experience.
- Minimum of 3 years' experience working in a network support and administration, or similar IT role.

Knowledge, Skills, and Abilities:

- Strong attention to detail and commitment to quality.
- Solid Interpersonal skills with the demonstrated ability to develop and maintain productive relationships.
- Demonstrate initiative and exercise good judgment (e.g. in starting tasks, asking questions, identifying and discussing problems, ability to structure own work, stay on task).
- Ability to prioritize and adapt to changing priorities.
- Demonstrate excellent written and verbal communication skills.
- Personal integrity and commitment to customer service; comfortable interacting with non-technical customers.
- Excellent problem-solving skills, current knowledge of technology and the ability to be a constant learner.
- Able to function independently in difficult situations.
- Must be prompt, have excellent time management and organizational skills.

The above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.