



**Job Title:** IT Network System Administrator II  
**Department:** Information Technology  
**Reports to:** IT Infrastructure Manager

**Position Summary:**

This position is responsible for the communications systems, network systems, and other related technologies including Antivirus, Office 365, Certificate management, email filtering, access points, Azure AD connect, and Azure AD. This position plans, implements, monitors, and troubleshoots network routers, switches, firewalls, access points. Microsoft Office 365, Antivirus, Ring Central Phones, Proofpoint mail filtering, and Azure AD.

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**Essential Functions:**

- Configure, upgrade, and maintain Cisco routers, switches, firewalls, and Access Points.
- Administer Office 365 environment and integrations with Microsoft Azure.
- Configure and maintain email filtering tools from Proofpoint and Microsoft.
- Ensures optimum operation of data, voice, fax, email systems, and network equipment.
- Maintain, troubleshoot, and enhance Private Key Infrastructure in a Microsoft environment.
- Manage Cisco Umbrella and VPN toolsets.
- Manage Ring Central VoIP system and configurations.
- Maintains entire lifecycle of all networking equipment and components.
- Assists with end-user support on an as-needed basis.
- Work within a team to collaborate on ways to improve security and solve problems.

**Other Functions:**

- Act as a resource for the company to assist in solving problems related to network or connected devices.
- Collect information and present options for current and future network information system and security needs.
- Look for ways to improve security and enhance the Azure AD configuration, and setup.



- Backup the Security Administrator by maintaining an understanding of company network and security systems, storage systems, environmental controls, access controls, video systems, and systems provided to internal and external users.
- Assist with Windows and Linux production issues if needed.
- Other duties as assigned.

## Job Qualifications

**Education:** Bachelor's degree in Computer Science, Information Systems, or related discipline from an accredited institution.

**Experience:** Seven or more years of directly related experience.

### Required Skills/Abilities:

- Strong analytical skills
- Strong problem-solving skills
- Attention to detail
- Ability to collaborate with technical and non-technical co-worker
- Cisco Routers, Switches and Firewalls
- Azure AD and Office 365 cloud experience required.
- Email filtering, web filtering, and DNS filtering, SPF & DKIM record setup and configuration.

### Specialized Knowledge, Licenses, etc.:

- CCNA or CCNP
- DNS, TCP/IP, NFS, SMB, HTTP/HTTPS, SSL, VPN, communication protocols and routing protocols required, ADFS, PKI and other security related experience
- Linux/Unix and Windows operating systems
- Cisco Firewalls, Routers, and Switches
- Meraki Access Points
- Office 365
- Certifications are preferred.

### Values and Mission:



Adheres to New Mexico Mutual's values and mission by demonstrating Service Excellence, Trust, Ownership, One Team and Boldness in thought and action.

**Positive Attitude:**

Develops and maintains positive working relationships with team members, customers, co-workers and management by demonstrating effective communication and collaborative skills.

**Working Conditions:**

- **NEW MEXICO MUTUAL** maintains general office conditions with light physical demands.
- Employees of **NEW MEXICO MUTUAL** adhere to all safety rules and regulations including building security.
- Employees participate in ensuring safe and efficient operating conditions that safeguard employees and facilities.
- **NEW MEXICO MUTUAL** maintains a drug free environment; drug testing prior to employment as well as upon a work-related accident.
- Exposure to VDT screens.