

# HARPER INTERNATIONAL

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

## **Part I - Reporting Structure**

**Job Title: Infrastructure Engineer**

**Department: Information Technology**

**Reports To: I.T. Manager**

**Supervises: None**

**Status: Exempt**

## **Part II – Position Objective**

Architect, analyze and recommend new technologies to enable business competitive advantage. Utilize best practices to improve and maintain server and network throughput, security, usability, and reliability of systems. Stay current with emerging technologies.

## **Part III – Job Responsibilities**

### Essential Duties

1. Manage all aspects of Network management, security and optimization
2. Optimize and maintain servers, Exchange/AD environment.
3. Recommend / implement new technologies to enable business growth.
4. Primary point of contact for network and telecom vendors. Coordinate adds, changes, provisioning, installation and troubleshooting.

## **IV – Knowledge, Skills, Education**

1. Experience in configuration, routing, QOS, Firewall, network optimization in a NetGear environment.
2. MS Exchange / Active Directory 2010, Group Policy Administration.
3. Virtual Server/ SAN/ XenServer/ Citrix XenApp.
4. Unified Communications / Video / IP Telephony.
5. Networking and advanced troubleshooting skills.
6. Windows Server configuration and management.
7. Wireless technology experience (Aruba preferred).
8. Network security / Intrusion Protection / Access Control Systems
9. Disaster Recovery.
10. Project Management a plus
11. Bachelors Degree in Computer Science or related field and 5 years experience.

## **V- Work Environment**

1. May be required to transport computer hardware & related equipment
2. May be required to climb, reach, kneel while installing cable
3. Overtime may be required

## **VI - Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. The employee is occasionally required to stand, stoop, kneel, crouch or crawl. The employee may be required to lift up to 50 pounds.