Network Administrator

IT Department **-** Full-time, Exempt

Salary Range - $4,756.27 - $8,872.93 Monthly

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

The position

Under the direction of the Information Technology Manager, the Network Administrator is responsible for managing, maintaining, and securing the organization's network infrastructure and systems. This role ensures the availability, performance, and security of all network and security systems to support business operations effectively.

Essential Job Functions

Network Administration:

- Design, implement, and maintain local area networks (LAN), wide area networks (WAN), and wireless networks.
- Configure and support routers, switches, firewalls, and VPNs.
- Monitor network performance, troubleshoot issues, and optimize network configurations for reliability and efficiency.
- Maintain network documentation, including diagrams, configurations, and procedures.
- Perform regular backups and recovery testing of network configurations.

Security Administration:

- and enforce security policies, procedures, and standards to safeguard network and systems.
- Configure, monitor, and manage firewalls, intrusion detection/prevention systems (IDS/IPS), and other security appliances.
- Perform vulnerability assessments and penetration testing.
- Respond to security incidents, conduct investigations, and provide solutions to mitigate risks.
- Apply patches, updates, and security fixes to systems, applications, and hardware.
- Manage user access controls, including VPN and remote access.

System Administration Support:

- Assist in managing servers, virtual machines, and storage systems.
- Maintain Active Directory, DNS, DHCP, and other network services. Provide support for email security, anti-virus, and endpoint protection solutions.

Compliance and Reporting:

- Ensure compliance with industry regulations (e.g., HIPAA, ISO, PCI-DSS) and organizational policies.
- Maintain logs and generate reports on network performance and security incidents.
- Perform audits and risk assessments to identify vulnerabilities and recommend improvements.

Collaboration and Support:

- Collaborate with internal IT team members, vendors, and service providers.
- Provide occasional technical support and training to end-users as needed (rare but may come up).
- Document key processes and contribute to management-level reporting.
- Performs other related duties as assigned.

Employment Standards
- Bachelor's degree in computer science, information technology, or a related field with certifications.
 OR
- Equivalent to graduation from high school with a minimum of 5 years of network administration experience with additional relevant courses and certifications.

- 3-5 years of experience in network administration or a related field is required.
- Strong knowledge of network protocols, including TCP/IP, DNS, DHCP, and SNMP.
- Experience with network routers, switches, firewalls, and VPNs.
- Experience with network monitoring and troubleshooting tools.
- Experience with security protocols and best practices, including firewalls, intrusion detection systems, and VPNs.
- Excellent communication and teamwork skills.
- Familiarity with Azure ecosystem, MS Entra, Azure DevOps, etc.
- Ability to work independently and manage multiple priorities in a fast-paced environment.

Knowledge and Abilities
Technical Skills:

- Proficiency in configuring and managing switches, routers and firewalls
- Familiarity with VPN technologies and remote access solutions.
- Knowledge of security frameworks and best practices (e.g., NIST, CIS).
- Experience with SIEM tools, IDS/IPS, and vulnerability scanning tools.
- Proficiency with Windows and Linux operating systems.
- Hands-on experience with cloud platforms (e.g., Azure, AWS) and hybrid environments

Certifications (preferred);

- **CCNA or CCNP (Cisco Certified Network Associate/ Professional)**
- **CompTIA Security+ or Network +**
- **CISSP (Certified Information Systems Security Professional)**
- **CEH (Certified Ethical Hacker)**

Other Essential Requirements
- A valid driver's license, reliable transportation and minimum liability insurance coverage is required.

SG/PRC Offers an Excellent Benefits Package including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 Alternate Work Schedule
- Most positions offer a hybrid remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.