Job Description

Position Title: IT Network Specialist
Department: UKB Federal Corporation (Corporate Board)
Reports To: Executive Director
Location: On-Site Tahlequah, OK
Employment Type: Full-Time
Salary: BOE

Position Overview:

The Senior IT Network Specialist is responsible for overseeing, maintaining, and enhancing the company's network infrastructure. This role requires in-depth expertise in network design, implementation, and troubleshooting. The individual will work closely with IT teams, management, and external vendors to ensure the network is secure, efficient, and reliable. The Senior IT Network Specialist will also mentor junior team members and assist in strategic planning for network upgrades and improvements.

Key Responsibilities:

1. **Network Design & Implementation**:
   - Design, implement, and manage the enterprise-level network infrastructure.
   - Manage routers, switches, firewalls, load balancers, and other network equipment.
   - Implement network upgrades to enhance performance, reliability, and security.

2. **Network Troubleshooting & Support**:
   - Diagnose and resolve network issues, including hardware failures, software bugs, and performance bottlenecks.
   - Provide 3rd-level support for network-related problems and incidents.
   - Collaborate with internal teams and vendors to resolve complex network problems.

3. **Security Management**:
   - Maintain network security protocols, including firewalls, VPNs, IDS/IPS, and access control lists (ACLs).
   - Monitor network traffic to detect and mitigate potential security threats.
   - Ensure compliance with relevant security standards and best practices.

4. **Performance Monitoring & Optimization**:
   - Monitor network performance using the latest industry tools.
   - Analyze traffic patterns and identify opportunities for optimization and cost reduction.
   - Ensure network scalability to accommodate growth in users and data traffic.

5. **Documentation & Reporting**:

- Maintain up-to-date network documentation, including network diagrams, configurations, and procedures.
- Prepare and present network performance reports to management.
- Document incident resolution steps and maintain knowledge base articles.

6. **Collaboration & Mentorship**:
   - Collaborate with cross-functional teams (e.g., system administrators, developers) to ensure network requirements are met for various projects.
   - Act as a subject matter expert in networking technologies, helping with knowledge transfer and training sessions.

7. **Disaster Recovery & Backup**:
   - Develop and implement disaster recovery plans for network infrastructure.
   - Ensure data backup and redundancy measures are in place to minimize downtime.

8. **Vendor Management**:
   - Work with external vendors to procure hardware, software, and network services.
   - Manage vendor relationships and ensure timely support and issue resolution.

Qualifications:

- **Education**: Bachelor's degree in Computer Science, Information Technology, Networking, or a related field (preferred).
- **Preferred Certifications**:
  - Cisco Certified Network Professional (CCNP) or equivalent.
  - CompTIA Network+ or equivalent (preferred).
  - Certified Information Systems Security Professional (CISSP) (optional but preferred).

Skills and Experience:

- **Experience**:
  - Minimum of 5-7 years of experience in IT networking.
  - Proven experience with Healthcare EMR preferred.
- **Technical Skills**:
  - Proficiency in networking protocols (TCP/IP, DNS, DHCP, VLAN, BGP, OSPF, etc.).
  - Hands-on experience with Cisco, Juniper, or similar network hardware.
  - Strong knowledge of network security practices and tools (firewalls, VPNs, IDS/IPS).
  - Familiarity with cloud networking and virtualized environments (AWS, Azure, VMware).
  - Experience with network monitoring and troubleshooting tools.
- **Problem-Solving**:
  - Strong analytical and troubleshooting skills, with the ability to handle complex network-related issues.
- **Communication**:
  - Excellent written and verbal communication skills; ability to present technical information clearly to non-technical stakeholders.

Working Conditions:

- May require occasional after-hours or on-call support.
- Ability to travel to remote sites (within 75 mile radius), if necessary.
- Full-time position.

- Office environment, with standard working hours:
    - Monday – Friday 8am – 5pm.
- Some overtime may be required during busy periods

UKB and Tribal preference applies.
Job description is subject to change.