**Department:** IT

**Location:** Rochester

**Classification:** Exempt

**Reports to:** Director of Information Technology

**Company Overview:**

It is an exciting time to be at Woods Oviatt Gilman.  As we continue to grow, we work very hard to maintain an environment that is a fun place to work and a place to feel proud of when you are out in the community.  The firm recognizes the importance of work/life balance and many programs are in place to support that philosophy.

**Summary:**

The Systems and Network Administrator will be working very closely with the Director of Information Technology to maintain, update and improve the firm’s existing systems. This will include network & server equipment as well as phone systems and software.

**Duties and Responsibilities:**

* Configure, install, and maintain network equipment (switches, routers... etc.)
* Have a good understanding of routing protocols
* Configure, install, maintain and audit network security and monitoring systems (firewall/IPS/IDS, traffic monitoring, etc.)
* Monitor and maintain WAN and LAN systems and software; troubleshoot and resolve issues as necessary, including working with network service providers
* Create and maintain documentation that involves network/network security systems
* Actively work on network security, update policies and procedures to meet client guidelines
* Have working knowledge of Cisco VoIP phone systems
* Support IT projects including computers, servers, networking devices, phone systems and other client needs (ie. building a virtual server environment or migrating an email servers)
* Have working knowledge of authentication mechanisms, encryption technologies, networking protocols including SMTP, HTTP, DNS, TCP/IP and SNMP
* Have solid knowledge of VMware ESXi and SAN environments
* Create appropriate documentation and update portals with customer and internal information
* Provide assistance to Level 1 and Level 2 support specialists
* Work with vendors on building new solutions and offerings for the firm
* Excellent verbal, written and interpersonal communication skills
* Disciplined time management skills
* Work with IT Director and other team members to build new processes and procedures

**Daily tasks and projects may vary, but the overall goal is to have a team player with a well-rounded IT background and foundation.**

**Preferred Education and Experience:**

* Bachelor's Degree in IT, Computer Science, or another related field
* Ideal candidate should have at least 5+ professional years of experience in IT administration *(Security/Microsoft certifications are preferred)*
* Working knowledge of cloud/virtual and physical servers and networking support
* Candidate should be proficient in Active Directory, Backup and Disaster Recovery, DNS, DHCP as well as Operating Systems such as MS and Linux
* Firewalls, switching and routing experience as well as systems knowledge
* Network equipment configuration and monitoring knowledge
* Virtualization with VMware ESXi, SAN and VDI knowledge
* Financial institution and some law firm experience is preferred

**Physical Requirements**:

* Must be able to lift up to 50 lbs to transport and move equipment if needed

**Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**