

## IT CONSULTANT

### **Functions and Responsibilities of the WEBSITE ADMINISTRATOR**

#### Job Description

Manage web environment design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.

#### Tasks and Duties

- Recommend and implement web site improvements, and develop budgets to support recommendations.
- Document application and web site changes or change procedures.
- Develop or document style guidelines for web site content.
- Develop or implement procedures for ongoing web site revision.
- Set up or maintain monitoring tools on web servers or web sites.
- Test backup or recovery plans regularly and resolve any problems.
- Document installation or configuration procedures to allow maintenance and repetition.
- Develop testing routines and procedures.
- Identify or document backup or recovery plans.
- Gather, analyze, or document user feedback to locate or resolve sources of problems.
- Develop web site performance metrics.
- Back up or modify applications and related data to provide for disaster recovery.
- Determine sources of web page or server problems, and take action to correct such problems.
- Review or update web page content or links in a timely manner, using appropriate tools.
- Monitor systems for intrusions or denial of service attacks, and report security breaches to appropriate personnel.
- Administer internet/intranet infrastructure, including components such as web, file transfer protocol (FTP), news and email servers.

#### Job Specifications:

- Graduate of BS Computer Science or any I.T. related course
- Able to follow strict installation processes and procedures
- At least 3-5 years relevant supervisory experience
- Contract of Service status

## HARDWARE SPECIALIST

### **Functions and Responsibilities of the HARDWARE SPECIALIST**

1. Installs, de-installs, modifies, and/or relocates hardware in the data centers consistent with job specifications and ensures schedules are met, maintaining data center standards.
2. Configures, installs, repairs, and troubleshoots issues related to hardware performance on servers, san equipment, network equipment, tape equipment in a raised floor data center.
3. Performs regular walk through of the data center noting problems and system errors, making incident tickets, perform repair etc.
4. Maintain hardware related output queues (incident, service request, change)  
Basic and in depth troubleshooting of hardware related problems.
5. Maintains documentation, inventory sheets, technical schematics and diagrams.
6. Assists in the overall hardware planning at the site level

7. Provide on-call support for issues where we are not scheduled to work
8. Other Duties as assigned

Job Specifications:

- BS IT or any related course graduate
- Experience in computer cabling, both fiber and copper.
- Experience in repair/replacement of computer components and hardware.
- Contract of Service status