GBLS is an Affirmative Action/Equal Opportunity/Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.

GBLS seeks an energetic, self-motivated candidate to join the GBLS IT team. The ideal candidate has 5 years of hands-on experience designing, implementing, and supporting Microsoft networks; has lead and implemented short- and long-term projects; has excellent written and verbal communications skills and is comfortable working as a team in a diverse work environment.

The Network Engineer reports to the IT Director and joins the IT team that includes the Help Desk Specialist and the Information Management Specialist. The main duties and responsibilities of the Network Engineer will include but are not limited to:

- Configuration, maintenance, and troubleshooting of all LAN and wireless network equipment including servers (both on-premise and virtual), switches, wireless devices, firewalls, printers, and VOIP phone system
- Administration and support of enterprise-level Microsoft Exchange infrastructure, Office 365 and SharePoint environment
- Maintenance of automated GBLS Active Directory user account creation, integrated with LegalServer case management system
- System Center Desktop/laptop/tablet imaging
- Data backup and recovery planning and implementation
- Virus and network security planning and implementation including client configuration
- Planning and troubleshooting network traffic and connectivity issues
- Researching and recommending hardware and software to maintain network performance and stability
- Print/Scan support
- Helpdesk Level II support
- Maintaining Network Documentation
- Licensing and Vendor Relations
- Maintenance of hosting services for GBLS public website

Job Knowledge, Experience and Preferred Skills:

- 5 or more years of hands-on experience managing all aspects of voice and data networks
- Expert knowledge of networking concepts and protocols - WINS, DNS, DHCP, TCP/IP
- Extensive knowledge of Microsoft network including Exchange/AD/Azure, SharePoint, System Center
- Strong knowledge and experience with PowerShell scripting
- Data backup utilizing SAN architecture
- Strong verbal communication skills
- Ability to work as part of a team
- Strong sense of duty, responsibility, discipline and attention to detail
- Ability to learn new technologies quickly
- Ability to work independently in a fast-paced environment with competing demands

GBLS offers a generous benefits package, retirement contribution, and generous PTO leave. Candidates should submit a letter of interest which must include salary expectation and resume to Sonia Marquez, Director of Human Resources, via e-mail at jobs@gbbs.org. Please refer to Job Code: NE-IT when applying for this position. Deadline November 9, 2020, or until position is filled. GBLS encourages applicants from a broad range of backgrounds and experiences.