

## NETWORK ADMINISTRATOR

Full-time, 35 hours/week Exempt

Location: 3600 Market Street, Suite 550, Philadelphia, PA 19104 (hybrid schedule: three days in-office, two days work-from-home)

Additional Requirement: Must live within one-hour commute of our data center locations in center city Philadelphia in order to address physical issues in a timely fashion.

Salary: \$80,000

Position available beginning January 1, 2024



**Company Description:** Come work for us! Hosting Solutions and Library Consulting (HSLC) is a non-profit organization that supports the technology needs of the Pennsylvania Department of Education, Pennsylvania K12 school libraries, and Pennsylvania public libraries. HSLC has a strong commitment to education, and to our employees who deliver these important services to libraries.

**Job Description:** The Network Administrator builds, configures, supports and maintains networks composed primarily of Linux servers and Linux-based software and applications with some Windows and BSD servers. As part of the Network Services Team, the Network Administrator has the responsibility to keep systems functioning optimally in order to deliver services to both internal and external customers and to leverage technology to meet the needs of the organization.

**Core Duties:**

- Maintains the HSLC network infrastructure, ensuring the security and integrity of the network
- Manages DNS, VLANs, WANs, routers, and switches
- Provides technical assistance, consulting services, and training to clients
- Coordinates technology and support for computer systems, servers and applications and websites, including but not limited to the POWER Library Network and the HSLC Corporate Network
- Collaborates with Network Services Team personnel to design, maintain, and update systems, and to complete tasks

**Education, Certifications and Experience:** Three-five years' experience in network planning and administration including DNS, VLANs, router, and switch management. Experience with open source and proprietary operating systems (Linux, Windows, VMware). Experience with backend web stack applications (Apache/Nginx, MySQL/Postgres). Strong commitment to system availability and uptime of network servers. Planning and project management skills. Ability to think and act strategically and proactively. Ability to respond to network emergencies during regular and non-business hours.

To Apply: Submit your resume by January 31, 2024 to the attention of:  
Vincent Mariner – [vmariner@hslc.org](mailto:vmariner@hslc.org).