



IT CAREER OPPORTUNITIES

SECURITY & NETWORKING SUPPORT ADMINISTRATOR

PRIMARY RESPONSIBILITIES:

- Performs security audits and takes corrective actions to mitigate risks.
- Monitors and responds to critical application and system vulnerabilities.
- Participates in incident management and system investigation.
- Creates and maintains comprehensive documentation in MS Word, Excel, Visio &/ or other compatible software applications.
- Configures, installs, maintains and secures VPNs, Firewalls and Exchange messaging products.
- Configures, installs and maintains network switches, routers, access points and other network services.

KNOWLEDGE & SKILLS:

- BA/BS degree, Information Systems/Technology
- Ability to read computer instruction and operational manuals and comprehend directions to provide solutions to Information Services problems.
- Knowledge of CCNP, CCSP or equivalent security certification.
- Working knowledge of Microsoft Office Products.
- Basic Networking Skills, knowledge of database connectivity; example, how to configure an ODBC connection.

PROGRAMMER

PRIMARY RESPONSIBILITIES:

- Confirms project requirements by reviewing program objectives, inputted data, and output requirements with clients.
- Arranges project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.
- Encodes project requirements by converting work flow information into computer language.
- Confirms program operation by conducting tests; modifying program sequence and/or codes.
- Writes operating instructions for users.
- Maintains historical records by documenting program development and revisions.

KNOWLEDGE & SKILLS:

- BA/BS degree mandatory - concentration in Information Systems/Technology or related field.
- General programming skills.
- Analytical and problem solver.
- Software design, software algorithm design, software performance tuning, software development.
- Software debugging, documentation, and testing
- Working Knowledge of the IBM iSeries and Windows Platforms.

Resumés with accompanying certificates should be forwarded via email to careers@familyguardian.com by June 29, 2012.

Family Guardian thanks all applicants; however, only those short-listed will be contacted.