

**Dakota Tube, Inc.**  
**Job Description**

**Position Title:** Information Technology (IT) Professional

**Works in Close Coordination With:** Internal – Staff members and Management  
External – computer suppliers

**Core Hours:** Varies as determined by business needs

**Number of Hours Per Week:** Full-time- 40 hours or more depending on workload

**Travel Required:** Possible. Primarily to other Dakota Tube work sites as required.

**A. Knowledge, Skills, and Ability Requirements**

**Previous Work Experience (years):** More than five years previous system administration experience.

**Technical Skills:** A solid understanding of Windows server based operating system; perform system administration function; for example boot/shutdown servers, add and remove user accounts, use backup programs, maintain system database files, understand system securities, devices and what device drivers do, performance analysis to tune systems.

A solid understanding of Windows based operating systems; experience with component-level diagnosis and repair of computer systems. Experience with installing/configuring peripherals and operating systems.

A solid understanding of networking concepts; configuring client/server applications, experience with complex TCP/IP networks containing routers, experience with VPN networking, experience with Internet connection and administration of Exchange server.

**Required Certification Or Licensure:** A degree in computer science or related field from an accredited school.

## **Job Description IT Professional (Continued)**

**Performance Behaviors:** Must be able to effectively prioritize multiple tasks and complete them in the most efficient manner. Ability to solve problems quickly and completely. Strong interpersonal and communication skills both written and verbal are required. Ability to work independently and self-directed. Comply with all Dakota Tube policies and procedures. Perform and display a positive work attitude. Work safely and comply with all Dakota Tube safety regulations.

### **B. Job Objective (Basic Purpose)**

- Designs/implements complex local and wide-area networks of machines to support business goals.
- Provides programming as required in any applicable language.
- Establishes/recommends policies on system use and services.

### **C. Essential Job Functions**

1. Be in attendance at scheduled work and meeting times.
2. Write purchase justifications for computer hardware and software.
3. Train users in the use of hardware and software.
4. Identify tasks, which require automation and automate them.
5. Responsible for computer department budget.
6. Coordinate/manage computer networks at multiple facilities, including sites with 100% uptime requirement.
7. Maintain and implement software upgrades, install new software/hardware products.
8. Work safely and comply with all Dakota Tube safety regulations.
9. Perform all other duties or special assignments as assigned.

### **D. Physical Activity Requirements**

Will occasionally require standing and lifting up to 50 pounds when installing or maintaining hardware. Position is primarily sedentary requiring extended periods of time sitting.

### **E. Environment and Working Conditions**

Position is located in Watertown but will provide support to Webster and Redfield facilities as required for computer needs.

*This job description may change over time as our business changes and the employee will be required to accept and adapt to these changes as they occur.*