

**ANC Research & Development, LLC**  
**JOB DESCRIPTION**

**Position:** Network Infrastructure Technician  
**Reports To:** Technical Manager  
**Department:** Space and Missile Defense Division  
**FLSA Status:** Exempt

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**Supervises**

None

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**General Function**

Provide network infrastructure (routers, switches, and cables) support.

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**Major Activities (Typical Duties/Responsibilities)**

1. Maintain Internet Protocol (IP) addressing and space utilization to include Dynamic Host Configuration Protocol services and static IP distribution.
2. Perform site surveys, develop technical solutions, install, configure, troubleshoot and repair network devices such as switches, routers, and firewalls. Maintain operational availability of network routers and switches.
3. Install, configure, and operate Type -1 classified or controlled cryptographic items to secure networks, segments, or subnets. Perform electronic and physical key material control activities..
4. Configure access control lists to grant and restrict network access to authorized users and processes.
5. Install, document, and upgrade the enterprise cable plant and applicable Voice over Internet Protocol (VoIP) enclave. Includes installation and termination of copper and fiber optic cable, patch cables, instrument audits, and removal of legacy cable when required.
6. Use standard network management tools to monitor network bandwidth, hardware availability status and software resources.
7. Provide metrics along with recommendations for updates to local area network infrastructure. Work with customers and Plans & Programs personnel to accurately define customer requirements.
8. Coordinate network outages and provide technical support to local Client Server Administrators (CSA) and help desk technicians.
9. Manage remote access services and revise logical network layouts due to engineering changes and updates.
10. Coordinate with staff agencies and other maintenance activities for restoration of communication systems.
11. Perform scheduled and unscheduled software maintenance on communications in support of various Air Force units. To include operating system upgrades, configuration imaging, and configuration for test and evaluation.

12. Provide “on-the-job” routers, switches and cables training to government personnel.

13. Push hardware and firmware updates to all infrastructure devices.

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**Skills/Abilities**

- In-depth technical knowledge and 4 years experience in the installation, configuration, documentation, operation and maintenance of network hardware.
- Working knowledge in fiber optic cabling standards with 4 years of experience in cabling installation.
- Security clearance may be required.

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**Minimum Experience**

- Qualified as Net+ Certified Network Administrator on Cisco equipment with 4 years of networking experience.
- Qualified as a Cisco Certified Network Associate (CCNA) or equivalent with 4 years of experience.

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**Required Contacts**

- ANC R&D staff, executives and management.
  - Serves as liaison between department and other departments as well as with outside customers, regulatory personnel, and organizations, etc.
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# EMPLOYMENT APPLICATION

## **DO NOT REFERENCE RESUME**

360 Command View, Room E1332  
 Colorado Springs, CO 80915  
 719-474-8222

AN EQUAL OPPORTUNITY EMPLOYER

An incomplete application will not be considered for employment.

### GENERAL

Job Title		Job Announcement Number	Date
Name Last	First	Middle	
Home Address		City	State Zip
Home Telephone	Cell Phone	Email Address	

### EDUCATION

Name of High School	Location	Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No		GED <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of College / Military / Trade Schools	Location	Degree	Month / Year Completed	Major

### EMPLOYMENT (Current First)

CIRI Shareholders are strongly encouraged to apply. Are you a CIRI Shareholder, descendant or family member?  
 Yes  No

Have you worked for a CIRI-affiliated company? (CITC, SCF, TCF, CIHA, CATC, PTP, CMI, ANC R&D)  
 Yes  No

If yes, when and where

Company	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Address	City / State	Inclusive dates employed Month/Year to
Name under which employed if different	Start Salary	End Salary	Supervisor's Name, Telephone Number & Ext.	
Your position	Your duties (Do not reference resume)			
Reason for leaving				
Company		Address	City / State	Inclusive dates employed Month/Year to
Name under which employed if different	Start Salary	End Salary	Supervisor's Name, Telephone Number & Ext.	
Your position	Your duties (Do not reference resume)			
Reason for leaving				
Company		Address	City / State	Inclusive dates employed Month/Year to
Name under which employed if different	Start Salary	End Salary	Supervisor's Name, Telephone Number & Ext.	
Your position	Your duties (Do not reference resume)			
Reason for leaving				

## SKILLS

**Clerical**

 Typing (wpm) \_\_\_\_\_  
 Shorthand \_\_\_\_\_  
 Office Machines \_\_\_\_\_

**Computers**

 Hardware \_\_\_\_\_  
 Software \_\_\_\_\_

**Professional**

 Organizations \_\_\_\_\_  
 Publications \_\_\_\_\_  
 Patents \_\_\_\_\_

## PREFERENCE

 Full Time    Part Time    Temporary   Hours Preferred \_\_\_\_\_ to \_\_\_\_\_   Minimum Desired Salary \$\_\_\_\_\_

*What prompted you to apply?*
 Newspaper Advertisement    Employment Agency    State Employment Offices    ANC relative/friend referral  
 Professional reputation    Job Fair    Other \_\_\_\_\_

## REFERENCES

Please list persons whom we may contact who know our job qualifications, such as present or former supervisors, teachers, etc.

Name	Present Organization	Position
Association with you	City and State	Telephone Number and Extension
Name	Present Organization	Position
Association with you	City and State	Telephone Number and Extension
Name	Present Organization	Position
Association with you	City and State	Telephone Number and Extension

## OTHER INFORMATION

U.S. Military Experience: Branch	Rank / Pay Grade	Years / Months of Active Duty	Duties	Type of Discharge

If any, list relatives at ANC Research &amp; Development, LLC by name, relationship, job title, and department where employed.

 If required for position, do you have a current and valid driver's license?    Yes    No

If yes, what state and license number?

Expiration date:

Has your driver's license been suspended or revoked in the last five years?

**Citizenship:**

 Are you legally eligible for employment in the United States?    Yes    No

 If offered employment by ANC Research & Development, LLC, can you provide proof of Citizenship?    Yes    No

 Can you provide proof of permission to work in the United States?    Yes    No

*(Proof of citizenship or immigration status will be required upon employment.)*

Convictions (a conviction will not necessarily disqualify you from employment):

Within the past five years, have you been convicted or released from prison for any criminal offense?  Yes  No

If yes, please show date, charge, place, court, and action taken for each offense:

### COMMENTS

Please list any other abilities, career interests, or work experience including volunteer experience.

**No offer, terms or conditions of employment may be orally established or modified.**

Do you hold a current security clearance?  Yes  No If so, what level? \_\_\_\_\_

Are you aware of any reason you would not be able to obtain a security clearance?  Yes  No

I understand this position may be required to submit to pre-employment, random drug, serious incident and reasonable cause testing.

I acknowledge that employment at ANC R&D is at will, which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice.

I further acknowledge that an offer of employment will be contingent upon satisfactory results of an investigation of my past employment, experience and other questions contained in this application. I voluntarily authorize the Company and/or its authorized agents to conduct such an investigation. Inquiries may be made about me including but not limited to previous employer verifications, education verifications, consumer credit reports, criminal convictions, motor vehicle reports social security trace reports and other reports. I understand that ANC R&D and/or its authorized agents may be requesting information from various Federal, State and other agencies that maintain records concerning my past activities relating to my driving, credit, criminal or civil cases and other experiences, and I authorize disclosure of information involving me in the files of insurance companies. **In addition, if I am expected to drive, I shall submit a current driver's license along with a copy of my driving record from the appropriate Department of Motor Vehicles prior to my employment.**

I certify the foregoing is true and accurate to the best of my knowledge. I understand that falsification of any information provided in this employment application is grounds for rejection or immediate dismissal.

Applicant's Signature

Date