

DRINKER BIDDLE & REATH LLP
NETWORK ENGINEER
JOB POSTING

JOB TITLE: Network Engineer	STATUS: Exempt
REPORTS TO: IS Infrastructure Director	LOCATION: Philadelphia, PA
<p>SUMMARY:</p> <p>We are seeking a Network Engineer to join our team! Based in the Philadelphia, PA office, the Network Engineer is responsible for the configuration, administration, support, monitoring and troubleshooting of all the firm's networking infrastructure. This may include firewalls, security appliances, servers, remote access, messaging, LAN/WAN, internet and voice/data communications systems and circuits.</p> <p>In accordance with the firm's Client Service Initiatives, a Network Engineer must display good judgment and effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p>JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Provide Tier 2 & 3 end user support and network support • Manage Microsoft Exchange 2010-2016 for performance, patching and maintenance • Maintain standard procedures and system standards to optimize the firm's technology • Maintain system configuration and implementation • Maintain up-to-date product knowledge of pertinent infrastructure software and hardware • Maintain and optimize the organization's LAN/WAN infrastructure • Manage network server's operating systems software and hardware • Manage security updates for network infrastructure • Monitor server infrastructure, LAN/WAN communications, and system performance • Perform backup/restore and disaster recovery of all network servers • Create documentation and maintain existing documentation using Visio • Track tasks and projects utilizing project management software <p><i>The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p>	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p> <p><u>Server technologies and skills required:</u></p> <ul style="list-style-type: none"> • Windows Server 2003/2016 • Active Directory • Understanding of overall topography of networks • Configuration and implementation of Cisco UCS Blade servers • Configuration and implementation of Microsoft Exchange 2010/2013/2016 • Configuration and implementation of Windows server 2008/2012/2016 • Configuration and implementation of EMC SAN storage • Working knowledge of Cisco Infrastructure and networking • Avamar and Data Domain Backup/Restore/Disaster Recovery • LAN/WAN technologies: TCP/IP, DNS, DHCP, VLAN and Cisco IOS – switch, routers, firewalls and WAN optimization • Virtualization Technologies (VMWare, VSphere and HyperV) • Antivirus • Cisco Wireless technology management • Web filtering services • Ability to open up Cisco TAC support cases 	

Windows technologies and skills required:

- Windows 7
- Windows 10
- Microsoft Office 2010/2016
- Remote Access technologies (VPN, CITRIX)
- Encryption (PGP and other)

General:

- Experience required with design and development of systems level software, system analysis, and system maintenance and project implementation
- Superior project management skills with proven ability to manage multiple projects simultaneously and successfully
- Ability to quickly develop rapport and gain respect at all levels both within and outside the firm
- Strategic thinker and problem solver
- Ability to analyze various situations and develop win-win solutions
- Ability to work with detailed information accurately and efficiently while maintaining confidentiality
- Excellent knowledge of Microsoft Windows and Office suite of applications required
- Ability to assess, adapt and reprioritize projects quickly when situations change
- Ability to exercise good business judgment and diplomacy in complex situations
- Able to work with all levels of firm management and work well as part of a team
- Ability to work with any outside vendor in order to complete tasks, projects and/or outages
- Unbiased judgment, sound discretion and openness to the views of others
- Ability to interact with people in a manner that shows sensitivity, tact and professionalism
- Able to quickly grasp the goals, service, culture and strategy of both the department and the firm overall
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment
- Adhere to and serves as a role model for the firm's Client Service Standards
- Flexibility with work schedule to meet position needs outside of regular business hours
- Must be willing to participate in a 24x7 rotation involving system notifications and adhere to strict service level objectives
- Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume other responsibilities as the Department's and firm's needs change
- Willingness to travel to the firm's offices and the datacenters as needed

EDUCATION AND EXPERIENCE:

- Bachelor's degree with experience in the technology field, or equivalent combination of education and experience
- Microsoft and/or Cisco certifications preferred
- Proficiency in MS Visio is a must
- Five plus years of related experience in Network/Systems Engineering
- Law firm or professional service firm experience highly desirable

We are an Equal Opportunity Employer offering a competitive salary and full benefits package, including (but not limited to) medical and dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation, holiday and sick days, wellness programs and more.

HOW TO APPLY:

Interested candidates should send a cover letter, including salary expectations, and resume to human.resources@dbr.com referencing "**Network Engineer**" in the subject line. *Incomplete applications will not be considered.*