



Network Administrator

Jonathan's Landing Golf Club, Jupiter, FL

Jonathan's Landing Golf Club is located in the heart of Jupiter, Florida with over 1,000 members. There are sixty acres of freshwater lagoons and navigable saltwater channels that wind through this luxurious waterfront community. Each residential area in Jonathan's Landing is a private enclave, with no through traffic within the neighborhood. The community includes a total of 27 villages, most offering recreational areas with pools and decks, while others feature private pools and deep-water docks. Tranquil, exclusive and picturesque – no other Club can claim the luxurious, eco-rich resources of our private, member-owned premier club.

Jonathan's Landing Golf Club offers two distinct campuses. Our main campus is located on the Jupiter Intracoastal Waterway and our "Old Trail" campus is approximately ten miles west. Both clubhouses provide members with a relaxed and welcoming setting that fosters member camaraderie and a consistently enjoyable social and dining experience. We offer a 13,000 square foot state-of-the-art fitness and tennis center that contributes to an active member lifestyle. Jonathan's Landing also offers a full service luxurious spa, nail salon, barber shop, tennis pro shop, golf pro shop, locker rooms, card rooms and many dining options. Jonathan's Landing Golf Club is a Distinguished Emerald Club and most recently a Platinum Club of America, ranking #42 in the country in 2022.

Jonathan's Landing Golf Club is home to three challenging 18-hole championship golf courses, each with its own distinct ambiance. The Village Course, featuring a one-of-a kind ferryboat ride at the signature 17th hole, is one of two very unique JL courses designed by Tom Fazio. The second, known as Medal, at Old Trail, has been described as one of Tom Fazio's best designs and is considered the true championship course at Jonathan's Landing. This course is host to numerous USGA, Florida State and Palm Beach County championship events. Match, designed by Gil Hanse, requires a more strategic approach while navigating its layout. Built with match play format in the mindset of the architects, the course provides risk reward options for all levels, tempting the player of heroic moments.

Position Overview

Jonathan's Landing Golf Club is seeking a Network Administrator to join their dynamic team within their premier South Florida private club. The Network Administrator is responsible for managing the day-to-day enterprise computer environment by identifying network requirements, installing hardware and software upgrades, monitoring network performance and escalating problems to vendors, maintaining the data infrastructure and security access (including email and internet), establishing network specifications, evaluating software upgrades and alternative solutions, implementing new software roll-outs, video security surveillance system, as well as managing to an annual budget.

Position Requirements

- Establishes network requirements and specifications by conferring with end users, analyzes workflow, access to information and security requirements.

- Installs and maintains new software and hardware including network servers, routers and firewalls; network security systems; surveillance systems and backup/disaster recovery procedures.
- Evaluates network for performance issues including availability, utilization and throughput; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Manages manufacturer's representative's installation of new computer equipment; exercise total responsibility for routine installation or modification projects; assist in repairing, installing and testing complex pieces of equipment or local area networks.
- Troubleshoots repairs, maintains, installs, and performs testing activities on various computer equipment, peripherals, data communication, and computer network systems.
- Develops and maintains software and hardware inventory and tracking systems; develops inventory lists and order, stocks, and stores electronic components.
- Assembles, installs, configures and tests computer equipment, workstations and POS terminals.
- Prepare and submit vendor warranty claims, parts, and documentation associated with warranty repairs.
- Provides support to users relating to both hardware and software problems in their workstation environment.
- Performs preventive maintenance for computer, data communication, and/or peripheral equipment; tests and adjusts to appropriate standards.
- Maintains computer network documentation and updates computer maintenance manuals.

Education and Experience

- College degree in computer graphics/graphic design, networks, and administration and significant related experience with desktop publishing.
- Certification with networks and Microsoft required
- Must have experience as a Network Administrator

Compensation and Benefits

Working in a fun and professional atmosphere, Jonathan's Landing Golf Club offers our employees competitive benefits and compensation, along with the opportunity to be part of an exciting work environment. In addition to a competitive salary, Jonathan's Landing Golf Club offers annual bonuses and a comprehensive benefits package, which includes 401(K) Retirement Savings Plan, company-paid medical, dental and vision benefits. The Club also offers 100% company-paid benefits including, Short-term Disability, Life Insurance, Paid Time Off (PTO), Vacation Pay, and Summer Hours.

Please submit a cover letter, resume and salary requirements to:

Joseph DiPasquantonio, General Manager/COO: joed@jonathanslanding.com

Jonathan's Landing Golf Club
16823 Captain Kirle Dr.
Jupiter, FL 33477

Please visit Jonathan Landing Golf Club's website at: www.jonathanslanding.com

Jonathan's Landing Golf Club is an Equal Opportunity Employer and a Drug-Free Workplace.