

# EXHIBIT A

## NewTek Job Description

**Job Title:** DevOps Engineer  
**Department:** IT  
**Reports To:** Director of IT  
**Direct Reports:** none

### SUMMARY

As a DevOps Engineer – part of the NewTek IT team – you will enjoy a flexible, relaxed work environment and the freedom to explore technologies and creative solutions and the opportunity to be a part of an active and successful company that develops new and interesting products.

### PRIMARY DUTIES AND RESPONSIBILITIES

include the following. Other duties may be assigned.

- Develop, deploy, and maintain systems, services, and architecture of the NewTek IT infrastructure.
- Design and create development, staging, and deployment systems and servers in support of business functions, supporting both internal and external customers.
- Build resilient and redundant systems and processes which will survive failures and outages.
- Adapt, convert, and update existing systems and processes to make use of DevOps technologies.
- Deploy and configure systems, services, and processes in support of network and application security.
- Use CI and automation tools to facilitate build pipelines, deployment automation, and change management
- Create systems and process monitoring systems and integrate with other internal systems.
- Develop using APIs, cloud computing resources, and content delivery networks.
- Deploy and manage production and test systems in public/private cloud.

### ADDITIONAL TASKS RELATED TO ROLE

- Create and update customer-facing systems such as eCommerce and product registration systems.
- Develop systems integration tools for business intelligence, monitoring, and automation.
- Able to consolidate and integrate disparate legacy applications into modern unified platforms and migrate legacy data to other internal systems and external SaaS solutions.

### SUPERVISORY RESPONSIBILITIES

N/A.

### EDUCATION and/or EXPERIENCE

- Experience creating solutions with tools like PHP, Python, Javascript, Ruby on Rails, SQL, and scripting.
- Virtualized environments and platforms like VMWare, Docker, Docker Compose, & Kubernetes.
- Source control, build systems, and CI tools, like Git, SVN, Gitlab, and Jenkins.
- Ability to integrate systems with database technologies like MySQL, SQL Server, and PostgreSQL.
- Firewall, systems and network hardening, and security experience will be quite valuable.
- Experience with developing plugins and customization for eCommerce platforms a definite plus.
- Experience with .NET development, C# and VB a plus.
- Works well in a crisis situation and able to brainstorm a solution in a group.
- Team-based planning and problem resolution, and yet able to perform independently.

### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### CERTIFICATES, LICENSES, REGISTRATIONS

None required.

If interested, please send an email to [itjobs@newtek.com](mailto:itjobs@newtek.com) with resume/CV. We look forward to hearing from you!