

Network Administrator

Basic Qualifications

Education/Training: A B.S. or B.A. degree in Computer Science or related field of study preferred; or equivalent related work experience and/or training.

Skill(s): Proficient reading, writing, grammar, and mathematics skills; proficient analytical skills; proficient interpersonal relations and communicative skills. Proficient knowledge of information technology functions including server and network hardware, server operating systems, local area and wide area network concepts, wireless networking; aptitude to learn new technology. Visual and auditory skills; ability to stand, bend, stoop, reach, and lift items weighing up to 50 lbs.; valid driver's license.

Experience: A minimum of 5 years' experience in related positions normally required.

General Responsibilities

Responsible for administering and providing support to the information technology environment; providing support to the Information Technology Department; deliver and support technical solutions to the Bank that assist the Bank's strategic goals. Responsible for developing, implementing and supporting the network and its functionality; coordinating work within the department as well as with other departments; complying with operating policies and procedures; and communicating with appropriate personnel.

Essential Duties

1. Assists with the daily support of the information technology environment, including the following:
 - a. Installs, configures, deploys and maintains server hardware (physical and virtual environments).
 - b. Administers virtual server environment (ESX VMware).
 - c. Administers Windows server operating systems.
 - d. Administers Windows services (Active Directory, DHCP, DNS, etc.).
 - e. Assists in managing Windows domain security (Active Directory, Group Policy, NTFS, etc.).
 - f. Installs, configures, deploys and maintains storage hardware (SAN, NAS).
 - g. Administers the Bank's email environment (Microsoft Exchange Server).
 - h. Maintains data and application backups, replication/off-site storage to meet the Bank's defined recovery time and recovery point objectives.
 - i. Manages voice and data circuits.
 - j. Manages network and computer hardware (desktops, laptops, servers, routers, switches, wireless access points, etc.) and applicable licensing.
 - k. Maintains bank software (MS Office, MS SQL, Adobe Cloud, RSA, Cisco Any Connect, etc.) and applicable licensing.
 - l. Administers third-party applications installed on Bank servers including the management of application security. Provides third-party application support to defined application owners as needed.
 - m. Assists in managing network configuration and security (LAN/WAN, NAT, PAT, BGP, CDP, OSPF, ICMP, IPS, IDS, remote access/VPN).
 - n. Assists in managing the Bank's internal firewalls/content filters (Symantec Endpoint Protection, Barracuda Spam Firewall, Cisco Umbrella content filter, etc.).
 - o. Assists in managing the Bank's ATM network and hardware.
 - p. Provides support in complementing the Bank's Information Support Specialist.

- q. Works with the Information Technology Manager on managing information security risk relating to vulnerability assessments, penetrations and social engineering tests.
 - r. Performs daily review of miscellaneous systems, logs and reports with the IT Support Specialist. Escalates issues to the Bank's Information Technology Manager as needed.
 - s. Pulls, terminates and tests Ethernet cable.
 - t. Assists with the development, maintenance and distribution of department documentation (soft and hard copies).
 - u. Travels to the Bank's branch locations to support the information technology environment and end-users as needed.
 - v. Participates in on-call rotation for end-user support including, but not limited to, Friday night and Saturday morning business hours.
2. Coordinates specific work tasks with other personnel within the department as well as with other departments in order to ensure the smooth and efficient flow of information.
 3. Communicates with the Information Technology Manager, Chief Operations Officer, other managers and supervisors, and appropriate staff personnel in order to integrate activities.
 4. Works with vendors to research new products, troubleshooting, changes, etc.
 5. Maintains awareness of Bank product and service offerings.
 6. Responds to inquiries relating to his/her particular area, or to requests from other Bank personnel, customers, etc., within given time frames and within established policy.
 7. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness and the Bank's compliance with all regulatory requirements, e.g. Community Reinvestment Act (CRA), Bank Secrecy Act (BSA), Equal Credit Opportunity Act, etc.; ensures that the department and all personnel adhere to the same.
 8. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the work place.

Ancillary Duties

1. Actively participates in community activities in a manner which reflects favorably on the Bank.
2. Performs tasks that are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

Job Location

Second floor, Fleetwood office
Various outside locations

Equipment/Machines

1. Automobile
2. Telephone
3. Workstations and related peripherals
4. Printers
5. Various computer networking tools and equipment
6. Calculator
7. Fax machine
8. Copy machine
9. Network servers
10. Network Hardware