

Horizon Credit Union — Job Description

Job Title: Network Administrator

SUMMARY:

Under general supervision, acts as a point of contact or focus for local and wide area network services. Applies thorough understanding of policy, practices, and technology in network applications to planning, implementing, and maintenance of network services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Administers a complex network typically consisting of 100 or more workstations, servers running: NT 4.0, Win2K, and IBM AIX operating systems, utilizing TCP/IP as the primary network protocol.
- Evaluate and or recommend purchases of computers, network hardware, peripheral equipment, and software; provides technical services to department/organization regarding use of computers and networks to satisfy business needs.
- Installs, configures, and maintains personal computers, NT networks (TCP/IP), file servers, Ethernet cabling/infrastructure, backup systems, MS Exchange mail services, and other related equipment/devices; modems, disk drives, (RAID arrays), storage systems, printers.
- Performs software application installations, upgrades, licensing documentation, and troubleshooting for entire organization.
- Works with security vendor to maintain network security; including firewall and VPN management. Manage server security, file permissions, login scripts, and adding/deleting users.
- Troubleshoots networks, systems, and applications to identify and correct malfunctions and other operational difficulties. Performs on-call support for computer/network systems as required.

- Maintains up-to-date documentation of entire network; servers, PC's printers, routers, switches, cabling/infrastructure, and software.

- Develops and conducts various training and instruction for system users on specific operating systems, equipment, and applications in use for the entire organization: assists users in maximizing use of networks and computing systems.
- Maintain a broad knowledge of state-of-the-art technology, equipment, and/or systems.
- Perform routine duties related to deliver telephone services; adds/moves/changes.
- Cross train in other areas of Information Services to serve as backup for daily job processes.
- Maintain intranet for intra company use.
- Performs miscellaneous job-related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

No Requirement.

PERFORMANCE STANDARDS:

Ability to implement, maintain, and manage both hardware and software of the credit union's data processing system in concert with the demands placed on the system, with minimum down-time and inconvenience to staff and members.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A.) in Computer or a related technical, engineering, or scientific discipline. 3-5 years of experience directly related to the duties and responsibilities specified.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, directors, and employees regarding the computer operation in both a technical and non-technical manner.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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:

Microsoft MCSE preferred. Must pass applicable requirements within first 6 months of employment. Must possess valid state drivers license.

OTHER SKILLS and ABILITIES:

Extensive understanding of Windows 9x/NT/2000 operating systems (workstation and server). Advanced knowledge of MS Exchange Server, and IIS. Knowledge of server hardware, network printing, backup solutions, and related technologies. Thorough understanding of the TCP/IP protocol, Ethernet cabling, and Internet technologies. Ability to identify and resolve computer/network malfunctions and operational problems, and provide hardware and/or software solutions. Ability to communicate technical information to non-technical personnel. Strong interpersonal and communication skills and ability to work effectively with co-workers, members, and vendors. Working knowledge of Cisco routers, switches, WAN connectivity, and telephone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is required to use hands to finger, handle, or feel objects, tools, or controls;

possess manual dexterity to punch down cabling or, place connectors on patch cables; reach with hands and arms; climb stairs; and stoop, kneel, crouch, or crawl.

Moderate physical activity. Requires handling of average-weight objects up to 30 pounds or standing and/or walking for more than four (4) hours per day. The employee must occasionally lift and/or move heavy items (laser printers) not to exceed 50 pounds. Employee will travel to branch offices. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Very limited exposure to physical risk. While performing the duties of this job, the employee may be exposed to variance in temperature, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

MENTAL DEMANDS:

The mental characteristics necessary to competently perform this job include the occasional need to write documentation, the frequent need to be resourceful, creative and use analytical skills in problem solving; and, the continuous need to be precise and make good decisions based on facts, analysis and research.