



Newton Federal Bank, a \$240 million community bank located in Covington, Georgia has an immediate opening for a Senior Network/Information Systems Engineer.

Qualified candidates should submit resumes to [jaynlawson@newtonfederal.com](mailto:jaynlawson@newtonfederal.com) with "Senior Network/Information Systems Engineer" in the subject line.

Newton Federal Bank is an equal opportunity employer. It affords equal employment opportunity to all individuals, regardless of age, race, color, religion, gender, national origin, sexual orientation, gender identity, genetic information, veteran status or disability.

**POSITION SUMMARY:**

As a direct report to the COO, the Senior Network/Information Systems Engineer will supervise and ensure the efficient operation of internal "support desk" functions and applications used by bank personnel. Responsible for managing third-party relationships that pertain to ongoing health and maintenance of the bank's network, servers, and work stations. Duties include management/supervision of junior network analysts/administrators, monitoring and administration of network and hardware problems. Works closely with executive staff and decision makers in other departments in order to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization. Assists, as needed, in support of bank strategy and goals.

**RESPONSIBILITIES:**

Leads Information Technology related planning efforts and projects for organization.

- Analyzes existing operations and makes recommendations for the improvement and growth of the network infrastructure and IT systems.
- Conducts research and remains current with the latest technologies and solutions in support of procurement efforts.
- Assists in the development of requests for proposals from outside vendors and solution providers.
- Works with employees to define business and systems requirements for new technology implementations.
- Assesses the effectiveness of existing partnerships with third-party IT solutions providers and makes recommendations for modifications to those relationships, as necessary.
- Makes recommendations to senior management on additional investments necessary to improve effectiveness and efficiencies of the bank's IT infrastructure.
- Participates on different committees and work groups for consultation and planning for the bank.

Manages all aspects of day-to-day operations of Information Technology Department (hands-on).

- Organizes and negotiates the allocation of IT resources ensuring the efficient utilization of personnel and equipment across the organization.
- Works with third-parties, as necessary, manages the deployment, monitoring, maintenance, development, upgrade, and support of IT systems, including networks, data centers, servers, PCs, operating systems, and associated hardware.
- Responsible for asset management of IT hardware, software, and equipment.
- Assists in providing end-user support services, including "help desk" and technical support services.
- Manages the work of network analysts/administrators with a focus on providing appropriate training and career development opportunities.
- Evaluates the performance of network analysts/administrators and prepares formal performance improvement/disciplinary action plans as necessary.
- As growth permits, recruits and assists in the hiring process for additional IT staff.

Assists in the development and monitors spending against the approved Information Technology budget.

Maintains skills, knowledge and subject matter expertise.

- Stays informed of all regulations, laws, and bank policies and procedures that pertains to day-to-day job responsibilities.
- Successfully attends and completes any assigned courses pertaining to compliance, banking products/services, and quality/service standards in a timely manner.
- Keeps up to date with system modifications and the development of new products/services.
- Actively seeks/keeps up to date with technology trends/emerging technology with a particular focus on financial services industry.

**MINIMUM JOB REQUIREMENTS:**

- College degree or technical college certificate in the field of computer science or related field strongly preferred
- Five to ten years of experience in banking operations, computer science, information science or related field
- Minimum of five years' hands-on experience in PC, Server, & Network Administration
- Extensive application support experience
- Proven experience in IT infrastructure planning and development
- Experience in a Citrix, VMware, or terminal services computing environment
- Experience with VOIP phone systems (Cisco/ShoreTel)
- Experience with remote/mobile applications and solutions including VPN technology
- Previous supervisory experience strongly preferred