



JOB TITLE: IT Administrator

Job Summary

The Information Technology Administrator will oversee the development, implementation and use of technology throughout the bank. Areas of responsibility include the full range of information systems and telecommunications activities, including determining user requirements, recommending practical solutions, and leading bank-wide efforts to improve the effective use of technology.

The IT Administrator is a key technical resource, providing advice, training and technical support for various projects. This position also works closely with Senior Management in evaluating current systems and aligning business objectives with the strategy for technology.

Job Responsibilities

- Manage the deployment, monitoring, maintenance, development, upgrade, troubleshooting, and support of all IT systems, including servers, PCs, operating systems, telephones, and software applications. Coordinate vendor assistance when required.
- Develop standard operating procedures and best practices, including providing written protocols and guidance to IT staff and to end-users.
- Responsible for compliance with FDIC and State banking regulations and is the point of contact for external auditors and examiners.
- Negotiate and administer vendor, outsource, and consultant contracts and service agreements.
- Install and maintain desktop computer hardware; including computers, monitors, printers, modems, internal cards, and other computer equipment.
- Respond to after-hours system problem calls. Travel to branch locations as needed.
- Review, prioritize, and process problem reports; document the progress of projects.
- Perform other duties as assigned.

Job Qualifications

- BS or BA degree in Information Systems, Information Technology, Computer Science or related technology degree.
- 5+ years of experience that is directly related to the duties and responsibilities specified. A directly related higher degree from an accredited institution may be substituted for up to two years of experience.



- MCSE, CCNA, VCP or 5 additional years of field experience.
- Ability to work productively in teams.

Equal Employment Opportunity Statement of Policy

The Bank is an Equal Opportunity Employer committed to diversity in the workplace. It is the policy of the Bank to provide equal employment and advancement opportunities to all qualified individuals. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, national origin, disabled or veteran status.