



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, documenting system controls, 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.
- Negotiate and administer vendor, outsource, and consultant contracts and service agreements.
- Install and maintain desktop computer hardware; including network servers, computers, monitors, printers, security equipment, telephone equipment and other computer equipment as necessary.
- Document system controls and provide dual control over confidential bank data.
- Respond to after-hours system problem calls.
- Review, prioritize, and process problem reports; document the progress of projects.
- Conduct Disaster Recovery and Business Continuity Plan testing and documenting the testing procedures and outcome.
Perform other duties as assigned.

Job Qualifications

BS or BA in Business or Technology related degree.

2+ 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.

Please send resumes to Vicki Hubbard - Information Security Officer at vicki.hubbard@libertyfirst.us