



IT Systems Administrator:

Greater Community Bank is seeking a Systems Administrator. This position manages and monitors the activities of the local area computer networks and wide area computer networks, including but not limited to development, planning, organization, supervision and control of:

- 1) Network policies and procedures, facilities, environments and performance
- 2) IT Help Desk services and quality assurance,
- 3) IT policy adherence and quality assurance and IT management performance reporting
- 4) New user training and routine IT training
- 5) IT budgeting and resource planning
- 6) Network and group policy management
- 7) Server and workstation installations
- 8) Accountability and control of software and hardware licenses
- 9) Internet connectivity and access policies
- 10) Disaster recovery and business continuity planning for the IT function
- 11) Implementation and integrity of information security service
- 12) Telephone services, voicemail and communication lines

Experience and Skills Required:

- 1) Education desired: Bachelor's degree, preferably in computer science or related field.
- 2) Work experience:
 - a) Minimum of 3 years in network management.
 - b) Experience in evaluating and recommending appropriate technologies; and knowledge of business continuity planning and disaster recovery, network/server administration functions, and vendor management.
- 3) Skills:
 - a) Good analysis and evaluation skills in connection with technology risk assessments and new technology needs assessment and qualification
 - b) Good management communication and teamwork mindset.
 - c) Working knowledge of technology vendor management concepts, including service level agreements, performance metrics, contract management, and accountability.

Qualified candidates should mail resume and letter of interest to Human Resources, P.O. Box 529, Rome, GA 30162 or email to careers@GreaterCB.com . We are an Equal Opportunity /Affirmative Action Employer