



Network Administrator

Classification

Exempt

Reports to

Information Technology Director / ISO

Date

05/24/2018

JOB DESCRIPTION

Summary/Objective

The network administrator position provides technical and administrative support for the bank's network (LAN / WAN), using Microsoft operating systems and a variety of application software; maintains adequate knowledge of existing hardware and software in use to maximize efficiency of the network and users' utilization of them; and provides coordinates with CORE and third-party vendors technical support to maintain daily operations at all of the bank's locations.

Essential Functions

- Assist in providing computer/network support relating to software and hardware problems reported by users.
- Maintain an adequate level of knowledge of operating system and application software being used to provide high levels of support to users.
- Monitor and evaluate efficiency of software/hardware usage, providing items to be covered in training of users, making them more efficient.
- Install new software applications or hardware on the LAN, coordinating assistance from third parties when necessary.
- Add and maintain users on the network; assigning application access, ensuring security, and maintaining their configurations are within standards.
- Assist in installation of workstations and printers on the LAN.
- Participate in Team meetings, providing input and suggestions.
- Assist in gathering bid prices on equipment and supplies as needed.
- Provide written document on a monthly basis which defines upcoming needs of network which would require purchase of additional hardware or software.

- Monitor and report licenses on applications to ensure compliance on a monthly basis.
- Perform duties of coordinator in his/her absence.
- Utilize technology to provide staff with a fast, accurate and secure method of gaining access to information so they can service the member in the fastest and most efficient manner possible.
- Manage and maintain Windows servers.
- Coordinate with outsourced IT vendors in maintaining server and workstation patches, Anti-Virus and Anti-Malware patches.
- Monitor load balance on servers and make recommendations accordingly.

Competencies

Analyzing, critical thinking, logical problem solving
 Time management
 Interpersonal Skills
 Lifelong learning

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m. This position regularly requires additional hours and occasional weekend work to include on-call remote support.

Travel

Travel is primarily locally (branch offices) during the business day.

Required Education and Experience

Associate's degree plus four (4) years of experience in a client/server environment.
 Current Microsoft Certification (Windows server 2012 or newer, or Microsoft Exchange, or Microsoft SharePoint)

Preferred Education and Experience

3 – 5 yrs experience working in IT in a Financial Institution
 Experience with FISERV Premier Technology / workflows

Additional Eligibility Qualifications

Relevant training certifications in industry topics.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Interested candidates should send resumes and any other accompanying information to Dave Badolato, dbadolato@gwinnettcommunitybank.com.