



# BANK OF EASTMAN MAGNOLIA STATE BANK

**Position:** Network Administrator

**Position Summary:** Maintains computing environment by identifying network requirements; installing upgrades; monitoring network performance. Open to be based in Eastman or Milledgeville.

**Job Duties:**

- Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
- Establishes network by evaluating network performance issues including availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- Prepares users by designing and conducting training programs; providing references and support.
- Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
- Meets financial requirements by submitting information for budgets; monitoring expenses.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Protects organization's value by keeping information confidential.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Skills and Qualifications:** Network Performance Tuning, LAN Knowledge, Network Design and Implementation, Problem Solving, Strategic Planning, Multi-tasking, Quality Focus, Coordination, Technical Understanding, Quick Study, Technical Zeal

**Work Experience:** Requires five years of Banking IT experience. High school diploma is required. An Associates or Bachelor's degree in a related field is preferred. Qualified individuals should submit resume to Edward Cole, [humanresources@bankofeastman.com](mailto:humanresources@bankofeastman.com).

**Bank of Eastman is an Equal Opportunity Employer/Minorities/Females/Veterans/Disability**