



Savings Bank
OF MENDOCINO COUNTY
Member FDIC

Job Description

Job Title: Network Administrator

Department: Information Technology

Reports To: Chief Information Officer

Salary Grade/Salary Range: 11 (\$23.48/hr to \$37.49/hr)

Revision Date: 5/9/2013

Position Summary

Monitors and controls the status and daily activities of the Bank's communications network. This includes in-house telephone systems, all personal computer (PC) servers and workstations, all aspects of Windows software, the local-area network (LAN) and the wide-area network(WAN), and all activities related to the security of the Bank's networks. Performs or oversees all necessary configuration tasks, including but not limited to: employee additions and deletions, security maintenance, e-mail profiles and Internet access. Performs necessary repairs and/or replacement of failed system components to ensure timely response and equipment availability. Provides assistance in problem identification and diagnosis, takes necessary action to resolve problems, as expeditiously as possible and ensures proper functionality of all hardware and software components of the Bank's systems. Acts as liaison and point of contact to user departments for all voice and data communications and PC hardware and software functionality.

Essential Duties and Responsibilities

- Responsible for the design, installation, maintenance and testing of the data communications T-1 network.
- Responsible for the design, installation, maintenance and testing of the backup data communications integrated services digital network (ISDN).
- Monitors the LANs and WAN to assure network performance and to detect component failures.
- Responsible for the evaluation, selection recommendation and installation of hardware and software required to ensure network security and protection of customer information, to include firewalls, anti-virus software, intrusion prevention and intrusion detection software, content filtering software and software patch management.

- Installs, troubleshoots and repairs bank-wide network cabling infrastructure as required.
- Maintains up-to-date records and information on network/branch configurations, including hardware and software components, their locations, reliability and service history.
- Responds to hardware and software Help Desk calls.
- Installs, repairs and upgrades server and PC hardware as required.
- Maintains up-to-date inventory of hardware replacement components.
- Assists Bank users in the analysis and evaluation of new server and PC-based software products.
- Coordinates and performs installation, maintenance and upgrades to server and PC-based software.
- Assists in training users on hardware/software utilization and maintenance.
- Responsible for installation and maintenance of the in-house telephone system.
- Responsible for the maintenance of the Bank's disaster recovery plan data communication network including updates to the disaster recovery plan.
- Participates in the testing of the disaster recovery plan on a periodic basis.
- Other duties as assigned.

Qualification Requirements

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Requirements

B.A. or B.S. degree in Business Administration or Computer Science with work experience in information systems, preferably in the financial industry with three to five years at the senior network administrator or senior network security officer level. Additional years of information systems work experience may apply in place of a college degree.

Minimum Typing Speed Required

35 wpm

Language Skills

Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals, policies and memorandums. Ability to write routine correspondence and

communicate effectively and tactfully, orally and in writing with fellow employees, customers, vendors and management.

Ability to read and comprehend instructions, correspondence, memoranda, technical documentation, vendor contracts and proposals, project planning documents and budget documentation; ability to write routine correspondence and reports, system proposals, service level agreements, project planning documents and project budget proposals; ability to communicate effectively with Bank management and staff, vendors and peers in the information systems field.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to use a basic calculator.

Ability to compute rate, ratio and percent.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to apply common sense understanding to execute instructions furnished in written, oral or diagrammatic form; ability to deal with problems involving several variables in normal situations; ability to apply principals of analysis and synthesis to the solution of complex business or technical problems; ability to develop project and operational plans and scheduling and monitoring techniques to meet objectives.

Other Skills and Abilities

Ability to assume responsibility, display initiative, exercise good judgment and make and act upon decisions within the scope of assigned authority; ability to organize and prioritize work with minimal direction from Bank management; ability to deal effectively and tactfully with customers, vendors and Bank staff in order to create and maintain good public relations in day-to-day contact and the handling of inquiries and/or disputes.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk or hear and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 25-50 pounds and occasionally lift and/or move 25-50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Some driving may be required.

Post-offer physical is required for this position.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Acknowledgment:

I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my supervisor.

Employee Signature

Date

Supervisor Signature

Date