



## Sisters of Charity of Nazareth Job Description

### **Job Title: System Administrator**

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Exempt (Y/N): No

Department: Information Technology/Campus Service

Reports to: Director of IT

Date: 2020

Wage Range: N-6

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**Summary/Objective:** This position is responsible for the daily operation and maintenance of the organization's information management systems, including computer and telephone systems, hardware and software installation, maintenance, support and security for the local area network and wide area network for the Nazareth Campus and provides service and support to business employees and residents.

#### **Essential Functions:**

- Work collaboratively with IT Director and IT staff to implement long range plans for network/hardware/software needs for the campus, meet goals and objectives and comply with policies and procedures for the department, according to established priorities.
- Perform ongoing analysis of network performance and contribute to operation and maintenance of network.
- Contribute to integration and installation of network devices.
- Execute IT procedures and policy efficiently, including security and back-up policies and procedures.
- Identify and communicate technology-related needs for budget planning.
- Contribute to Information Technology Disaster Recovery Plan.
- Participate in local area network hardware and software assessments.
- Monitor and maintain network stability, including bandwidth utilization, server processor and memory capacity, error logs and connectivity.
- Maintain a system of backup of all essential files, configurations, server roles and user rights.
- Install configure and troubleshoot local area computer networks and associated equipment and utilities.
- Install hardware and software on user workstations and network servers, network storage and other devices.
- Perform backups of data and configuration of network devices.
- Work with vendors and outsourced technicians to achieve departmental goals.
- Maintain and support telephone system and communications circuits.

- Maintain and support campus wireless network.
- Maintain documentation of network diagram and configurations.
- Continue education and technical training to ensure skills stay current and relevant.
- Provide professional, courteous and timely support and service to users.
- Specify and procure user hardware and software, according to user needs and departmental budget and procedures.
- Troubleshoot user hardware and software.
- Develop, select and conduct user training on an as-needed basis.
- Assure that users are informed of and follow approved policies and procedures.
- Serve on campus committees as available to enhance campus life and activities.
- Other duties may be assigned.

In addition to the above requirements, it is also your obligation as an employee to understand and uphold the mission, charism, values and language of the Sisters of Charity of Nazareth.

**Qualification Requirements:** To perform this job, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Competencies:**

- Ethical Conduct
- Confidentiality
- Problem Solving/Analysis
- Technical Capacity
- Communication Proficiency
- Time Management

**Supervisory Responsibility:** This position has no supervisory responsibilities.

**Education/Experience:** Bachelor's or Associate's degree in Computer Science or related field; certification in network administration or hardware/software support; experience with Microsoft Windows Server, Windows, and Office, as well as support of email systems. Five years of demonstrated work experience involving support of local and wide area networks. Strong customer service skills, interpersonal and teamwork skills.

**Licenses/Certificates:** Must possess a valid driver's license and have a good driving record.

**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. While performing the duties

of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, you may be required to open filing cabinets and bend or stand as necessary. This position requires standing, walking, bending and kneeling. The incumbent may be required to move or relocate computer equipment and must be able to lift 30 + pounds and have excellent manual dexterity. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** This job operates in a professional office setting. This role regularly uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, laptops and smartphones. The incumbent will be required to work at all locations.

**Position Type/Expected Hours of Work:** This is a Full-Time position. Hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m., 40 hours per week.

**Travel:** Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

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 this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_