

<b>Vineyard Columbus Position Description</b>
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**Title:** Network Administrator

**Reporting Relationship:** IT Team Lead

**Classification:** Fulltime, Wage, Non-Exempt

**Department:** Operations

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**Spiritual:**

- Profess Jesus Christ as Savior and Lord
- Commitment to spiritual growth and a healthy lifestyle
- Model expectations and standards of Vineyard Columbus to staff and church
- Pursue membership at Vineyard Columbus

**Responsibilities:**

- Under general direction designs, supports, maintains and evaluates computer network and telecommunication systems
- Establishes and maintains user accounts including e-mail accounts
  - Manages anti-spam server
  - Researches and troubleshoots e-mail problems by reviewing mail logs, records and network configurations
- Plan, coordinate and implement network security measures in order to protect data, software and hardware
- Work with team members to identify and resolve network issues
- Work closely with all members of the IT Team and assist in day to day operations
- Coordinate with vendors to facilitate purchase
- Research new technology and recommend its implementation
- Communicate upgrades or downtime efficiently in non-technical verbiage to staff
- Additional responsibilities as deemed necessary by IT Team Lead

**Skills:**

- Cisco, Sonicwall, CLI & GUI, Scripting
- Strong analytical and problem solving skills
- Works well both alone and in a team setting
- Ability to communicate orally and written in a professional manner
- Implementing and/or administrating network components such as Microsoft Windows Active Directory, Exchange, Group Policy, VOIP telecom system
- Ability to quickly adapt to new hardware/software
- Infrastructure development including: running cable, cable/jack punch down, server/switch/router installation

**Education/Experience:**

- Bachelor's Degree in related field and/or 3+ years' experience required
- Previous experience in Network Administration required
- Previous experience in Database Management preferred
- Previous experience in team based environment
- Preferred Certifications: Microsoft Certified System Engineer (MCSE); Cisco Certified Network Professional (CCNP)