

## **Network Administrator**

### **SUMMARY:**

Manages the credit union's Local Area Network and Wide Area Network. This includes the operation of the LAN/WAN servers in the main office and the branches. Resolves user problems and analyzes equipment requirements, hardware evaluation and selection, as well as systems design.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Organizes, directs and controls the daily operating activities of the LAN/WAN computer system and peripheral equipment. Conducts daily computer job schedules and program tests.
- Periodically tests new and modified software and hardware installations including operating systems, backup, virus protection, file management, security and user authorization, optical disk storage.
- Loads peripheral equipment with selected applications such as CD ROM, diskettes, and printer paper for operating runs, scanners, back up applications and virus prevention software applications on each PC and tests prior to authorizing use.
- Consults with staff about computer problems such as equipment performance, output quality, and maintenance schedule, and coordinates flow of work between shifts to ensure continuity and quick resolution of individual user operational problems.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)