

Diocese of Sacramento

JOB DESCRIPTION

Dept:	Information Technology Unit
Position:	IT Network Administrator
Classification:	Exempt
Schedule:	Full Time

Reports To: Diocese of Sacramento (SCD), Chief Information Officer and works in close cooperation with management of Catholic Funeral & Cemetery Services, Inc.

Essential Functions: Network administrator works in concert with the network architect and help desk staff. The network administrator is responsible for the day-to day operation and overall network connectivity for both data and telecommunication systems, the reliable accessibility of data, and the high availability of network performance for the Local and Wide Area Network (LAN/WAN) enterprise and related services and components.

The network administrator's primary tasks include, but are not limited to the following:

- Configuration and management and continuous upgrade of network routers, switches, servers, the virtual network, and overall connectivity to the user VDI workstations, workstation images, desktop, and laptop environments and related components.
- LAN/WAN security, which includes the configuration and management of the firewalls, antivirus and endpoint protection, and the secure and reliable integrity and delivery of data.
- Technical oversight for the planning, expansion, implementation, and maintenance of a multi-site network enterprise.
- Troubleshooting and resolving LAN/WAN network performance and connectivity issues.
- Administration over a Microsoft hybrid AD/Azure network environment.
- Administration over MS Office 365 hybrid environment.
- Database management and administration.
- Management of telecommunications data circuits, voIP systems, and its components.
- Managing, maintaining, and upgrade of the backup systems.

The network administrator oversees the smooth day-to-day operation of data and telecommunications systems using the following:

- Adherence to the ITIL protocol to implement and manage day-to-day incidents.
- Developing, documenting, and maintaining Change Management and Standard Operating Procedures.
- Maintaining property and hardware/software asset control.
- Interfacing with staff, vendors, and consultants.
- Other duties as required.

Other requirements:

- Solid SQL experience and technical skills in database management.
- Strong analytical and communication skills.
- The ability to be available 24/7 in the event of a network incident or disaster.
- Strong attention to detail and a strong sense of customer service.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college in computer science is highly desirable. Network administration certifications such as CCNA, CCNP, MCSA or MCSE, CompTIA are highly desirable.

Experience: A minimum of eight years of experience in an IT related position.

Skills / Knowledge: Knowledge of the Church's mission in the Diocese of Sacramento; Experience with computer software and hardware is essential. Extensive knowledge of MS Windows is essential (and knowledge of other operating systems preferable). CNE and/or MCSE, other certifications, or experience encouraged. Good organizational skills are necessary. Possess demonstrated skills of working with attention to detail and accuracy. Self-starter, who works well independently, yet is also a good team member who maintains good working relationships with a diversity of people on many levels. Demonstrated good communication skills: both oral and written.

Employee's Signature **Date**

Supervisor's Signature **Date**