



SYSTEM AND SECURITY ADMINISTRATOR

The System and Security Administrator is responsible for providing support, maintenance, troubleshooting of LAN/WAN, computer systems, hardware, telephone and VOIP systems. This individual ensures all applications comply with state and federal laws, regulation and bank IT policies and procedures.

Principle Duties and Responsibilities:

- Provide technical support and guidance to end user
- Responsible for Network and data flow diagrams
- Maintains up to date inventory of software and hardware
- Maintains security policies, processes, and procedure documentation
- Analyzes system logs and can interpret logs to identify potential issues with systems and resolve those issues
- Participates in business continuity and disaster recovery
- Responsible for backups, risk management, and contingency planning
- Troubleshoot network performance and connectivity issues
- Ability to read and interpret document such as technical documentation, vendor contracts and proposals.
- Other duties as assigned

Job Requirements:

Education: High school Diploma or equivalent. Four-year college degree from accredited university or associate degree preferred from an IT technical school or 2-year experience in computer technology.

The ideal candidate will be self-motivated, hardworking, and capable of working outside of normal business hours. Excellent time management, strong organizational skills, decision-making, and the ability to multitask.

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GOOD CREDIT IS A MUST
CREDIT REPORT IS REQUIRED FOR EMPLOYMENT**