

JOB DESCRIPTION

Pastoral Center

POSITION TITLE:	Senior Network and Systems Administrator
JOB CLASSIFICATION:	Full-Time, Exempt
DEPARTMENT/PROGRAM:	Information Technology
REPORTS TO:	Infrastructure Manager
SCHEDULE:	40 hrs/wk - M-F 8am - 4:30pm
PAY RANGE:	100K - 110K

Based on experience, education and qualifications.

Summary:

Works closely with the IT team to manage and execute the strategy and plans for assigned schools and parishes within the Diocese. Conducts evaluations and identifies gaps and opportunities for improvement within the Diocese, Parishes, and Schools. Develops sound and practical recommendations, and reports findings to IT leadership. Performs follow-up reviews to ensure recommendations are implemented, and to further assist Pastors, Principals, and Business Managers where needed.

Responsibilities: Because all RCBO employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The position of Senior Network and Systems Administrator consists of some or all of the following duties:

- Install, configure, and maintain systems (Windows, MAC, Linux, etc.)
- Manage and maintain our virtual environment
- Manage user accounts, permissions, policies, and access controls.
- Ensure system security through regular updates, patches, and vulnerability assessments.
- Manage and maintain backups, business continuity, and disaster recover solutions.
- Design, configure, and maintain network infrastructure, including routers, switches, firewalls, and VPNs.
- Monitor network performance and troubleshoot connectivity issues.
- Implement security measures to safeguard network and data systems.
- Optimize network performance and reliability.
- Collaborate with vendors to ensure the effective deployment of network solutions.
- Provide technical support and guidance to staff on system and network related issues.
- Develop and maintain documentation for systems and network configurations, processes, and procedures.
- Participate in on-call support rotation as needed.
- Perform other duties as assigned.

Qualifications

- A bachelors degree in computer science, information technology, or related field.
- 5+ years of Systems Administration Experience
- 5+ years of Network Administration Experience
- Solid understanding of networking principles and standards. (TCP/IP, DNS, DHCP)
- Proficiency in Microsoft Office applications, including Excel, Word, and PowerPoint
- Proficiency in scripting languages (power-shell, bash, vb, etc.)
- Ability to work and respond with positive attitude under pressure
- Goes above and beyond to provide excellent customer service
- Timely completion of assignments and ability to prioritize
- Extremely accurate, detail oriented, and quick learner
- Effective oral and written communication, and problem-solving skills
- Takes initiative to learn and develop oneself
- Proactive and independent
- High degree of commitment and adherence to deadlines
- Strict standard of confidentiality and ethics
- Commitment to the mission of the Catholic Church

Preferred:

- Church or non-profit experience
- Practicing Roman Catholic
- CCNA or CCNE, MCSP or MCSE, CompTIA, Network+

Physical Requirements

- **Sitting for Extended Periods:** Much of the work involves sitting at a desk, or working on a computer.
- **Stand on Occasion:** Stand for periods of time.
- **Manual Dexterity:** Ability to use hands to handle, control, or feel objects, tools, or controls.
- **Lifting and Moving Equipment:** May be required to climb, bend, twist, kneel and squat on occasion. May regularly lift and/or move computer equipment, which can weigh up to 50 pounds, without assistance, occasionally lift or pull 20 - 50 pounds..
- **Visual and Auditory Requirements:** Ability to read printed materials and computer screens, distinguish colors in wiring, and communicate effectively in writing, in person and over the phone.

WORK ENVIRONMENT:

- **Office Setting:** Most work is done in a professional office environment.
- **Extended Hours:** May require working evenings, nights, or weekends to monitor, maintain, or update networks and systems.
- **On-Site Visits:** Occasionally visiting physical sites to install or repair equipment.
- **Collaboration:** Working closely with other IT professionals and departments