Credit Union of Denver

**Job Description**

Title: Network Administrator

Status: Exempt

Reports to: Director of Technology Management & Security

Supervises: None

**Position Purpose:**

This position is responsible for maintaining Credit Union of Denver’s data communications network operations including local area network, wide area network and telecommunications. This position administers and manages all aspects of Credit Union of Denver’s networking infrastructure comprising of the development, maintenance and execution of policies, procedures and standards to ensure the highest levels of efficiency, productivity, connectivity and security is maintained within the Credit Union of Denver data communications networking environment.

**Essential Duties:**

1. Establishes network by evaluating network performance issues including availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures.
2. Establishes, revises, maintains and executes operating procedures and guidelines for network related functions.
3. Maintains security controls such as Group Policy Object (GPO), Active Directory, NTFS and shares as provided by Security Administrator.
4. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
5. Engages in regular troubleshooting activities and resolves network connectivity issues.
6. Responsible for inventory and assists in managing configurations of hardware and software licenses for routers, switches, and other network-related inventory.
7. Maintains and reviews network event and audit logs. Analyzes data to optimize performance. Reports all discrepancies noted.
8. Manages resources to ensure optimal efficiencies are maintained. This includes management, configuration, and bandwidth of network.
9. Prepares and maintains documentation of network configurations and cabling layouts.
10. Manages telecommunication needs.
11. Designs, deploys, and administers the wireless infrastructure and supporting systems.
12. Assists in the evaluation of risks associated with system modifications or changes to current network configurations and provides recommendations on mitigating risk.
13. Maintains the network environment to be in compliance with existing policies and procedures.
14. Assists in mitigating risks identified through internal scans on network servers and equipment.
15. Participates in the analysis, design and purchase of the Credit Union’s network(s), server, and client systems. Provides recommendations concerning network enhancements, ensuring security considerations are included in the design and operations.
16. Supports upgrades and replaces devices that are defective or obsolete. Upgrades device operating systems and software applications as needed.
17. Works closely with departmental managers to determine future network needs and plans for network changes.
18. Installs and updates network system improvements as needed.
19. Responsible for compliance with the Fair and Accurate Credit Transactions Act (FACTA), the Bank Secrecy Act (BSA) and the Anti-Money Laundering Act, including monitoring for any illegal activity as it applies to this position.

**Other Duties:**

1. Update job knowledge by participating in education opportunities and reading professional publications.
2. Provide IT Help Desk support for network issues and respond to requests for IT Support.
3. Provide on-call and weekend support when needed.
4. Support management in technology planning.
5. Other duties as assigned.

**Job Qualifications:**

|  |  |
| --- | --- |
| Education: | College degree (BS or BA) with an emphasis in Information Technology or Computer Science, or a minimum of five years of similar work experience preferred. |
| Work experience: | Two to five years of similar or related work experience with emphasis in network administration preferred. Experience in system administration desirable. IT experience in a financial institution desirable. |
| Knowledge: | Requires detailed knowledge of network and computer architecture, system  administration, network and computer security, data and file organization,  network and computer integration including Microsoft Active Directory.  Requires thorough understanding of TCP/IP, DNS, DHCP, Network Address Translation, IP addressing, telnet, SSH, subnet masking, routing, dynamic routing protocols and LAN/WAN/MAN technologies.  Requires familiarity with backup and recovery software and methodologies.  Requires hands-on experience in networking, routing, and switching. |
| Skills and mental abilities: (with or without accommodation) | Requires strong interpersonal skills, written and oral communication skills,  diplomacy, and tact. The ability to maintain confidentiality is essential. Must possess  strong analytical and problem solving skills.  A valid Colorado driver’s license is required. |
| Work environment: | Office environment, computer room, company offices and buildings. |
| Physical activity and abilities: (with or without accommodation) | Manual coordination to operate a PC, keyboard and telephone. Able to sit for extended periods of time and lift up to 50 pounds. Vision to read computer screen. Ability to hear and speak clearly in order to communicate with vendors and employees. Ability to move to various locations within and outside of the building. Legible handwriting. Ability to tolerate high sound levels for short periods of time. Some stooping, kneeling, crouching, and reaching overhead. Ability to interpret and adhere to policies and procedures. |

Credit Union of Denver is an Equal Opportunity Employer