

## Information Technology Specialist

FLSA Status: Exempt

Reports to Director of AVL and Information Technology

Grade I (\$32,200-\$48,300 Based on experience and qualification)

### SUMMARY OF RESPONSIBILITIES

Coordinates all functions of the Information Technology Department. This includes management of projects, troubleshooting and correction of any issues with computers and networks on campus, and providing recommendations to administration regarding IT policy, procedures and upgrades.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

### ESSENTIAL DUTIES

- Manages all IT devices including the purchase, maintenance, organization, security and operation of all servers, computers, networks, and IT equipment on campus. (app. 30%)
- Assesses future technology needs and works with the Director of AVL and Information Technology to implement purchase strategies and timelines. (app. 10%)
- Drives initiatives from conception to completion, working with product owners and key staff members while contributing to long-range strategy planning. (app. 20%)
- Develops and maintain an accurate inventory of all NewSpring Church technology equipment. (app. 5%)
- Provides fast and effective solutions to all IT hardware and software difficulties on campus in a prompt and efficient manner. (app. 30%)
- Technical support to other ministries. (app. 5%)
- These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

### EDUCATION/TRAINING

- Bachelor's degree in Information Systems
- Cyber-Security training is preferred.

### EXPERIENCE

- A minimum of five years' experience managing computer systems and a server in an office setting of over 25 computers.
- A minimum of five years' experience with server management, computer hardware and software implementation, and network oversight.
- Minimum of five years' experience in coordination and implementation of computer and peripheral systems, to include planning, specifications development, purchasing, installation, training, trouble shooting, and repair.

- Minimum of five years' experience in network administration with Windows services; to include knowledge of TCP/IP, network security, antivirus and anti-spam techniques.
- Minimum of three year's experience with Sophos firewall products
- Minimum of three year's experience with VLANS and advanced network management
- Minimum of three year's experience with VMware virtualisers
- Minimum of three year's experience with Airwatch and Mobile Device Mangement
- Minimum of three year's experience with Mac computer on an enterprise network.
- Minimum of 1 years' experience with IP phone systems.

## REQUIRED SKILLS

- Advanced computer hardware and software knowledge and skills.
- In-depth knowledge of Windows servers.

## PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Occasional lifting, carrying, pushing, and/or pulling; finger dexterity and sitting
- Must be able to move up and down stairs on a regular basis
- Must be able to lift up to 35 pounds

## WORKING CONDITIONS

- 100% indoors