

## **Network/Systems Administrator**

### **Summary**

Northwest Bank serves the business and professional communities of Idaho, Oregon and Washington. We were founded in 2008 on the idea that experience and exceptional service matter and should be expected, and that banks should be strong partners with their customers in finding creative financial solutions that work.

To achieve that goal, we need talented people in every role. People who share that vision and our values, and who work hard for the benefit of our customers and colleagues.

### **About this Position:**

The Network/Systems Administrator supports IT systems including Windows Servers, Windows Desktop, VMware, and applications. They provide technical and administrative support for implementation and deployment of server and web-based applications. The position reports to the manager of Information Technology and will work closely with other staff and bank departments to insure the reliability, security, and efficiency of the bank's IT systems. This person is responsible for scripting and some programming as it relates to essential duties and responsibilities.

### **Are you right for this position?**

Being a Network/Systems Administrator means providing the Bank's internal customers with secure and reliable IT environment. It requires both strong technical expertise, as well as the ability to effectively partner with others for the best outcome. This role requires the ability to work cooperatively with all staff levels, and a demonstrated record of dealing with confidential matters in an objective and professional manner.

Do you have the experience and know-how to succeed in this role?

### **Technical Leadership Requirements:**

- Work with the Information Technology Manager in the analysis, acquisition, installation and maintenance of software and hardware throughout the Bank
- Work with team members to determine standards and procedures for production Implementations
- Research and implement new applications on workstations and servers
- Assist the IT Manager in ongoing risk analysis, identification and implementation of appropriate controls, and monitoring of those controls.
- Work with the IT Manager and the Bank Auditor to establish an ongoing program to monitor and test IT controls.
- Maintain appropriate documentation related to network architecture
- Provide necessary input and feedback for software version use, training and documentation, etc. as required on the project deliverables.

### Technical Abilities & Proficiency:

- Serve as the primary administrator for certain software systems according to established department procedures.
- Provide administrative services for the customer and employee base
- Provide first and second level support for internal employees
- Maintain and design Active Directory topology
- Proficiency in group policy design and deployment
- Manage network security, including monitoring of appropriate logs, password administration, monitoring of firewalls and intrusion prevention/detection devices, and other activities to insure the security of the Bank network; coordinate vendor assistance when necessary
- Manage the Bank's WAN/LAN, including routers, switches, hubs and other devices
- Manage the bank's VoIP system and other PBX phone systems
- Serve as database administrator for the Bank, with responsibility for monitoring and maintaining critical Serve as Backup Administrator for the Bank, insuring that critical systems are regularly backed up and stored according to established policies and procedures. SQL, Access and other databases
- Serve as the Exchange Administrator for the Bank
- Serve as the WSUS Administrator for the Bank by monitoring, testing and releasing new patches to workstations

### **Minimum Qualifications**

- Minimum of 6 years' experience in Network Administration
- Advanced level of experience in Windows Server/Desktop platforms
- A+ certified, MCSE and experience with HP/Compaq Workstation/Server Hardware preferred
- Working knowledge of the following:
  - Administrative functions in Windows 2008/2012 Server
  - Cabling standards for data and telecom
  - Microsoft Office products including Visio and Project
  - Microsoft WSUS
  - VMWARE ESX
  - Cisco routing/switching
  - Microsoft SQL Server 2005-2012
  - DNS, WINS, DHCP, IIS, FTP, SQL, IE
- Clear and concise verbal and written communication skills
- Requires Availability for on-call work schedule (after hours support)

If this sounds like the right position for you, please send a cover letter and resume to [heidi.wiencken@northwest-bank.com](mailto:heidi.wiencken@northwest-bank.com).