

## **Job Description**

### **Senior Network & System Administrator**

Reports to: Director of IT  
FLSA Status: Exempt (salary)  
Hours: 40 hours (full-time)  
Campus: Melbourne

This position performs a variety of professional and administrative duties to facilitate systems integrity, implementation of systems and software, provide support to staff/volunteers, Calvary Chapel Academy and administration of various server and software assets.

#### **Job Requirement:**

- **Network and Systems:**
  - Oversees all aspects of the network and systems of Calvary Chapel's infrastructure operations; including planning, designing, implementing, deploying, supporting and maintaining functions
  - Develops policies and procedures for all IT infrastructure operating needs
  - Designs infrastructure technology services to meet church needs and provide strategic direction for growth
  - Considerable knowledge of network-based systems operations and maintenance, including a good understanding of protocols and tools necessary for effective resolution of maintenance requests
  - Manages and ensures compliance with FCC regulations and other regulatory bodies
  - Strong staff-focus skills with ability to recognize staff requirements, assist staff in achieving their position requirements within the structure of the church.
  - Ability to work well with people from different disciplines with varying degrees of technical experience
  - Ability to manage numerous projects and activities simultaneously
  - Monitor software licensing and purchases
  - Validate licensing compliance through electronic and physical audits
  - Be aware of corporate security at all times
  - Support Microsoft SQL
  - Manage Barracuda Essentials
  - Maintain monitoring software (i.e. Higher Ground, Lansweeper)
  - Develop annual budget and monitor spending
  - Other duties as assigned by your supervisor
- **HelpDesk:**
  - Is part of the Tech Support team
  - Support phone system for Calvary on all campuses
  - Use Active Directory to manage user information, create new user accounts and maintain the domain structure
  - Load OS, Microsoft updates, virus protection and other applicable software as needed
  - Use ticketing system to track progress and status of projects and end user support
  - Maintain machine integrity by periodically checking event logs, disk space, virus protection updates and Microsoft updates

- Create and maintain list of computers, equipment and software and who they are assigned to
- Create user accounts with login scripts and shared folder access
- Monitor backup sessions throughout the day
- Complete work orders thoroughly and in a timely manner
- Meet with Calvary Chapel Academy administration on a regular basis to help determine and implement needs of staff and students

### Required skills

- Able to provide after-hours support when required.
- Self-starter as well as a team-player
- Functional knowledge of network and systems
- Ability to test, document and implement applications
- Experience with server infrastructure maintenance
- Knowledge of telecommunications to support phones and network needs
- Managing network and data center infrastructure to support the church's disaster recovery plan
- Keep confidential all personal information
- Computer skills
  - Know and effectively use Microsoft Office Software including Word and Excel for procedures and spreadsheets, Outlook for email, calendars, tasks and contacts
  - Possess excellent writing and language skills; ability to effectively communicate information and ideas in written format (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
  - Ability to learn and utilize Ministry Platform and Basecamp
- Able to adapt to frequent changes and produce high quality work under pressure (*May the favor of the Lord our God rest on us; establish the work of our hands for us. Psalm 90:17*)
- Ability to multi-task, self-start and have good judgment and decision-making skills

### Other Qualifications:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Participation in our church body for at least one year
- Mature, ongoing relationship with Christ and regularly attend church service (*Let us not give up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. Hebrews 10:25*)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)

- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Ability to set boundaries to limit non-work-related communication
- Ability to maintain confidentiality of information (*Those who guard their mouths and their tongues keep themselves from calamity. Proverbs 21:23*)
- Organized, ongoing learner
- Self-starting – can work with little supervision or direction (*We are sure that we have a clear conscience and desire to live honorably in every way. Hebrews 13:18*)
- Results-oriented, intelligent, well-rounded, adaptable to frequent changes and able to produce high quality work under pressure
- Manage time and schedules well, consistently meeting deadlines. Capable of handling several tasks at once (*So let's not get tired of doing what is good. At just the right time we will reap a harvest of blessing if we don't give up. Galatians 6:9*)
- Maintain a flexible spirit in order to change task quickly at the director's discretion (*Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Hebrews 13:17*)
- Function as a productive part of the church staff and attend meetings as required

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Employee Printed Name and Signature

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Date

Authorized by:

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Administrator