DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT

VACANCY ANNOUNCEMENT

~EXTERNAL/INTERNAL~

POSITION: Network and Computer System Administrator

PROGRAM: Communications

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street, Billings MT

RATE: Competitive

HOURS: Exempt; M-F

OPENING DATE: Immediately

CLOSING DATE: Open until filled

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form located at www.hrdc7.org/employment along with current resume and cover letter to:

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103

HRDC is an Equal Opportunity Employer

JOB DESCIRPTION
DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Network and Computer System Administrator	**Department/Program:** Communications
Reports To (Title): CEO	**FLSA Status**: Exempt
Supervisory Position: No	**Position Status:** Full-Time
Prepared By: Human Resources	**Revision Date:** October 25, 2021

JOB SUMMARY

Under the supervision of the Chief Executive Officer and in accordance with the direction and mission of District 7 HRDC, the Network and Computer System Administrator is delegated the responsibility for administering the agency's network system, including all software and workstations connected to the agencies servers, and administration and maintenance of the agency telephone system.

The incumbent must be familiar with the administration of Novell and/or other computer systems and various computer software. Be able to implement, install and configure, monitor, troubleshoot and evaluate existing and new systems. The Network and Computer System Administrator is responsible for the maintenance and security of the agency's intranet and computer systems and must be able to maintain the agency's Avaya phone system.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

1) Individuals and families with low incomes are stable and achieve economic security.
2) Communities where people with low incomes live are healthy and offered economic opportunities.
3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Under the supervision of the CEO ensure the agency network and computer systems are operating properly.
- Maintain and administer communication and computer networks and related environments including: hardware, systems software, applications software and all configurations.
- Perform data backups and disaster recovery operations.
- Diagnose, troubleshoot and resolve hardware, software, or other network and system problems, and replace defective components when necessary.
- Configure, monitor, and maintain email applications and virus protection software.
- Act as the liaison to troubleshoot possible computer problems and arrange computer repairs with outside source when necessary.
- Assist staff with software application loading and maintenance.
- Perform routine network startup and shutdown procedures, maintain control records.
- Train people in computer system use.
- Implement and provide technical support for voice services and equipment, such as private branch exchange, voice mail system, and telecom system.
- Recommend new equipment and software packages.
- Ensure proper operation and maintenance of the agency phone system.
- Complete special projects as assigned. Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.

Additional Knowledge, Skills and Abilities:

- Strong organizational skills, ability to communicate and follow through are expected.

- Effectively **communicates** on all platforms.

- Demonstrates **dependability** and **punctuality**.

- Adheres to a consistent work schedule.

- Demonstrates **professionalism** in the workplace.

  o Maintains professional boundaries with participants;

  o Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.

  o Demonstrates positive and appropriate interactions with coworkers and management.

  o Contributes to a harmonious and productive work environment.

- o Must be a team player to ensure overall program success.

- Nurtures, builds, and mentors employees to build a cohesive team.

- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

MINIMUM QUALIFICATIONS

Education and Experience:
A four (4) year degree in Computer or Information Science, Network Systems Administration, or related field of study and two (2) year's relevant experience; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Licenses and/or Certifications:
Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or listen. The employee is required to use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. Must have manual dexterity to type and use a computer. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.