

# SOUTHERN UNION CONFERENCE

## Job Description



|                    |                                       |                           |                                  |
|--------------------|---------------------------------------|---------------------------|----------------------------------|
| <b>Job Title:</b>  | <b>Assistant Director</b>             | <b>Type Of Position:</b>  | <b>Hours Per Week</b> <u>N/A</u> |
| <b>Location:</b>   | 302 Research Drive, Norcross GA 30092 | <b>Full Time</b> <u>X</u> |                                  |
| <b>Department:</b> | Information Technology Services (ITS) | <b>Part Time</b> _____    | <b>Exempt</b> <u>X</u>           |
| <b>Reports To:</b> | Departmental Director                 | <b>Intern</b> _____       | <b>Nonexempt</b> _____           |

### POSITION SUMMARY:

Assists the Director and Associate Director by co-managing the Windows and Linux based systems within the Union Datacenter, and by providing technical support and assistance to the Union office, as well as our 8 Conference, as directed.

### SCOPE OF RESPONSIBILITY:

- Works closely with SU conferences and senior academies in supporting Conference/Union partnerships and strategic initiatives. Is 'on call' to assist SU conferences and institutions with any incident or situation, as needed and directed. Travels routinely to SU conferences for collaboration and support. Is an ambassador for the Department.
- Assists the department in the management and maintenance of Southern Union systems and networks.
- Works to maintain data integrity, helping to ensure that all critical data is copied both offsite and offline.
- Assist with payroll and accounting software support, as assigned.
- Help to maintain Systems Administration to ensure uptime and reliability, ensuring continued data accessibility and data integrity.
- Maintains the Union's video-conferencing solution, and works to encourage adoption of the Union designated solution.
- Manages and maintains Antivirus infrastructure, Active Directory and Group Policy Network, LAPS local admin, etc.
- Other duties as assigned by the director.

### RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor of Science in Information Systems Management or closely related degree.
- Relevant certifications, including, but not limited to MSCE, MCSA, MCTS: Exchange, Network+, Security+.
- Minimum of six years' experience managing Systems Operations, supporting IPv4/IPv6 networks, with direct end user support experience preferred.
- Experience with Hyper-V, Microsoft Exchange, Active Directory and Group policy, SQL, VLANs, and Debian Linux.

**KNOWLEDGE AND SKILL:**

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:**

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

**PHYSICAL REQUIREMENTS:**

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

**WORKING CONDITIONS:**

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours