



SOUTHERN UNION CONFERENCE

Job Description

Job Title:	Associate Director – Network Administrator	Type Of Position:	Hours Per Week <u> N/A </u>
Location:	302 Research Drive, Norcross GA 30092	Full Time <u> X </u>	
Department:	Information Technology Systems	Part Time <u> </u>	Exempt <u> X </u>
Reports To:	Departmental Director	Intern <u> </u>	Nonexempt <u> </u>
POSITION SUMMARY:			
Assists Departmental Director in all aspects of the Southern Union Conference Information Technology Services operations by providing technical support and assistance to the Union office and other conference entities, including Network Administration.			
SCOPE OF RESPONSIBILITY:			
<ul style="list-style-type: none"> • Responsible for the management and maintenance of all Southern Union networks, routers, firewalls, and switches. • Responsible for the management and maintenance of all Linux based operating systems. • Responsible for the overall management and connectivity of Southern Union primary, secondary, and tertiary datacenters. • Responsible for maintaining data integrity and assures backup and disaster recovery scenarios. • Manages ITS personnel in the absence of the director, or as requested. • Maintain operational uptime (software/hardware) to ensure continued data accessibility and data integrity. • Assists director in planning and implementing the overall strategy of the department. • Manages and maintains the Union’s Defense in Depth strategies. • Manages and maintains the Union’s pubic DNS infrastructure. • Responsible for maintaining the Union’s patch management strategy, including Linux, Windows (WSUS), Firewalls, Switches, and other third party software. • Other duties as assigned by the director. 			
RECOMMENDED EDUCATION/EXPERIENCE:			
<ul style="list-style-type: none"> • BS/AS degree in Information Technology Management, Network Administration, or related field. • Relevant certifications, including, but not limited to MSCE, MCSA, MCTS, CISSP, Network+ • Minimum of four years’ experience managing enterprise IPv4/IPv6 networks. • Experience with network topology design and VLAN management, routing, and configuration. 			

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