

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

System Administrator

Summary: The System Administrator is primarily responsible for day-to-day support of Bethany's IT infrastructure, including server-side and end-user hardware and software. The position routinely works on network connectivity and desktop/server issues, web/cloud-based technologies, database and audio/video integration. The System Administrator will keep abreast and make recommendations on the latest trends, technologies, and software solutions.

Location: Bethany Central Services (office at Bethany Green Lake)

Reports to: Technical Director

FLSA Status: Exempt, Full-time

KEY RESPONSIBILITIES

- Provide outstanding in-person and remote support including, but not limited to: installing, configuring, troubleshooting, maintaining, and repairing desktop, server, and network hardware and software issues, while following recognized industry best practices
- Help transition, as appropriate, technologies to the cloud, and assist in development of lean, flexible, IT infrastructure to accommodate multiple platforms and new technologies and strategies
- Monitor industry best practices and reports on potential issues and opportunities
- Help create, maintain, and implement IT cybersecurity plans
- Audit and maintain documentation for all hardware and software
- Provide on-call support and travel to Bethany locations as needed
- Provide technical support on Sundays during our morning/evening services to critical systems, as needed
- Perform other duties as a member of the Bethany Central Services and Bethany Community Church Staff, or as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- Bachelor's degree (or working towards) or equivalent experience required (IT, computer science)
- Ability to quickly learn, support, and drive the implementation and maintenance of software and applications
- Energetic, self-motivated, multi-tasking, customer-service oriented team player with exceptionally strong IT instincts, attention to detail, and written and verbal communication skills
- Able to plan projects, prioritize and follow through, and meet deadlines
- Windows Server and single and multi-site environments and the ability to maintain according to Microsoft best practices
- Experience with administration and maintenance of various flavors of Office 365, SharePoint, and cross-platform maintenance
- Experience with SQL Server Management Studio
- Experience in virtualization technologies (Azure, Hyper-V, VMWare)

- Router/firewall implementation, configuration, and troubleshooting including VPN setup and VLAN routing (Cisco and Ubiquiti)
- WAN, LAN and WIFI design and maintenance
- Experience with Apple Mac OS
- Experience with G-Suite and Google Cloud
- Experience with Remote Desktop Server
- Backup and recovery software deployment, maintenance, and recovery
- Experience working for or with faith-based organizations and communities, preferred

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Monday through Friday, 40+ hours/week, and on-call, as needed
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 50lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.