



Job Description

Position: Parish - Network Coordinator

Status: _____ Full Time _____ Part Time
_____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

Provide technical support for personal computers and computer networks. Duties include maintenance of computer hardware/ software and advising/training of staff members for computer needs.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Technical school education preferred
- Successful experience in the field of computers
- Proficiency in using computers and related hardware and software
- Knowledge of telephone systems and network wiring protocols
- Ability to trouble shoot and repair networks and peripheral wiring
- Ability to comprehend and utilize schematics, professional manuals and other related educational materials
- Effective communication skills (oral and written)
- Willingness to work on evenings and weekends on short notices as necessary
- The ability to successfully complete a criminal history and background check

Primary Duties and Responsibilities:

- Installs new computer equipment and peripherals, including both hardware and software.
- Manage computer network software. Coordinates and performs system backups as necessary.
- Monitor computer security. Maintains logins and passwords and other associated procedures that control accessibility to information.

- Conduct computer training on equipment, software and internet capability. Serves as a resource to computer users, Researches solutions to computer issues.
- Serve as a resource for equipment malfunctions. Performs routine minor repairs on computer hardware. Troubleshoots software problems.
- Advises when to seek outside repairs contractors.
- Perform system maintenance on both hardware and software. Installs software updates as needed. Coordinates cleaning and proper storage of computer materials.
- Serve as contact for internet service providers.
- Advises offices on equipment usefulness, Recommends products for new purchases. Attends meetings to provide input on computer related questions or as a committee member.
- Maintain knowledge of hardware and software programs used by various offices.
- Maintain professional growth through educational opportunities.
- Perform other duties as requested by the Pastor

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 40 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date