

ST. ANDREW UNITED METHODIST CHURCH

Job Description Form



Department	Administration		Job Title	IT Administrator
Latest Revision Date	February 11, 2010	Reports to	Office Manager	
Grade	8	Type of position:	Hours <u>40</u> / week	
		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	

GENERAL DESCRIPTION

Responsible for accurate and efficient IT maintenance and support for church. Provides quality support regarding technical computer issues, website management, and database administration. Maintains strictest confidentiality regarding information stored in technology systems.

KEY RESPONSIBILITIES

- Responsible for accurate and efficient management of church website, including updating and removing data
- Responsible for efficient maintenance of church database (Shelby)
- Acts as liaison between external IT vendor and church by coordinating activities with vendor
- Assigns and efficiently maintains IT security providing the utmost confidentiality for all
- Troubleshoots computer related issues in a timely manner including but not limited to network, website, and databases
- Provides technical support to customers with hardware/software and application issues
- Implements, installs, and maintains hardware and software systems as needed, including updates on individual workstations
- Coordinates and establishes user information, and assists in staff orientation in regards to technical systems
- Effectively works with vendors to resolve complex network problems
- Ensures IT licenses are kept up to date
- Provides outstanding customer service to all staff, lay leaders, volunteers
- Serves in a backup capacity to the communication design staff person
- Other duties as assigned

EXPERIENCE REQUIREMENTS

- Ability to manage systems across LAN and WAN environments
- A minimum of one year experience supporting a Windows environment
- Knowledge in SQL, HTML, JavaScript, CMS
- CS3 InDesign, Illustrator and Photoshop experience

KNOWLEDGE AND SKILL REQUIREMENTS

- | | |
|--|--|
| <ul style="list-style-type: none"> • Excellent communication skills, verbal and written • Expert computer skills including knowledge of Windows, word processing, desktop publishing software and website design • Detail-oriented problem solver and excellent organizational skills | <ul style="list-style-type: none"> • Excellent interpersonal skills and a team player • Accurate management of multiple assignments under close time constraints |
|--|--|

PHYSICAL REQUIREMENTS

Office work including kneeling, bending, standing, sitting for extended periods. Must be able to lift up to 40 pounds

SCHEDULE REQUIREMENTS

Flexibility to work after office hours and telecommute, as needed

EDUCATION REQUIREMENTS

Bachelor's Degree or equivalent experience

WORKING CONDITIONS

Must be able to work with ongoing temporary construction of building