

## Network Administrator

Fox Communities Credit Union, a 750 million dollar community based credit union, prides itself on being a progressive, member-owned, full service financial institution dedicated to serving the community. We are looking for a **Network Administrator** to join our team of IS professionals in Appleton.

The Network Administrator at Fox has responsibility for ensuring our network computing systems operate efficiently and that computing standards and licensing requirements are implemented and enforced.

Responsibilities will include but are not limited to:

- Ensure that all systems are being monitored and serviced at the highest level and end users needs are being met.
- Install, support and manage the hardware/software network components for a production environment; responds to and develops solutions for component failures and complex technical problems in all of these areas to deliver a sound and stable computing infrastructure.
- Ensure our systems are monitored for optimum performance.
- Assist with IS department disaster recovery program to include: recovery site and communications to that site. Ensures that the site receives updates on the Credit Union's equipment and that recovery site has proper equipment on site. Ensures plans for recovery site are kept current and appropriate testing is completed.
- Maintains documentation of the network and systems architecture, operation system software, devices and communications specifications.
- Work with our phone and other system vendors and ensure that the day to day responsibilities for these systems are being handled properly.
- Maintain the knowledge and ability to back up direct reports as needed to ensure optimal department performance.
- Analyze user issues and provide timely and effective solutions.
- Assist with special projects as required. All other duties as assigned

### Expectations

- Stay up to date on latest developments in technology and provide suggestions for process and system improvements.
- Maintain a professional, courteous and friendly atmosphere for members and co-workers
- Positively adapt to unforeseen situations and support corporate decisions.
- Work independently with minimal supervision.
- Ensure prompt response to and recovery from systems and network related production interruptions, across multiple hardware platforms, network and operating systems. Anticipate system and network security/integrity risks and ensure adequate safeguards are maintained.
- Ensure credit union licensed software remains current.
- Identify opportunities to improve services to the credit union and/or its members through use of new products and technologies.

To be considered for this position candidates must have three to five years of similar or related work experience, excellent verbal and written communication and a passion for the IS/IT field and providing excellent customer service. A strong knowledge of Windows Server 2003 or higher, Virtual Machines, SQL and Linux is required. Preferred candidates will have experience with log monitoring and vulnerability management software. Experience with Mitel phone systems is a plus.

This position requires some travel and varied hours to include occasional evenings and weekends and on call hours.

Fox Communities Credit Union believes our employees are our most important asset. We offer a competitive salary and an excellent benefit package. If you are enthusiastic about a rewarding career with a successful & growing credit union, please submit your resume and salary requirements to:

### Human Resources

Fox Communities Credit Union 3401 E. Calumet Street, Appleton, WI 54915

[www.foxcu.org](http://www.foxcu.org). Email: [hr@foxcu.org](mailto:hr@foxcu.org) Equal Opportunity Employer