

Lincoln National Bank
Job Description

Department: Information Systems
Position: Network Administrator
Reports to: CIO
Pay Classification: Salary-Exempt

Purpose of the Position: *The purpose of this position will be to maintain a reliable, secure and efficient data communications network and other technologies as needed to meet the operating and security requirements of Lincoln National Bank*

Education, Training & Experience:

- Requires a high school diploma or equivalent
- *Requires previous experience and/or education in Computer Information Systems field*
- *Hands on experience in networking, routing and switching*
- *Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and problem resolution*
- *Ability to set up and configure server hardware*
- Working knowledge of PC's, Servers and Programs
- *Working knowledge of Telecommunications equipment to include analog connectivity and Voice Over IP (VOIP)*

Physical and Mental Qualifications

- Must sit for extended periods of time (60%)
- Must stand/walk for extended periods of time (40%)
- *Requires valid US Drivers License*
- Requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching and handling.
- Requires speaking, hearing, seeing, depth perception and color vision.
- *Must be able to lift/carry up to 75lbs.*
- Must be able to concentrate on detailed reports and records.
- Must have hand dexterity to operate a computer.
- Able to react and adapt to change.
- Problem Solving
- Analytical Ability

Essential Job Duties:

- *Fully support, configure, maintain and upgrade corporate network and in house servers*
- *Install and integrate new server hardware and applications*
- *Ensure network security and connectivity*
- *Administer the Patch Management system for Microsoft and third-party applications*
- *Set up user accounts, permissions and passwords*
- *Phone System: Maintain and basic troubleshooting of Allworx VOIP Phone Systems*
- *Helpdesk Operations (assists employees with network, computer, software issues)*
- *Work closely with third-party vendors as need for Bank's operations (ie, CSI, Comcast, Windstream, AT&T)*
- BSA Responsibilities: Must be aware of the requirements within the BSA Policy.

This job description denotes essential functions of the job. Lincoln National Bank promotes an equal opportunity work place which includes reasonable accommodations of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.

Lincoln National Bank reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.