IT Systems Administrator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: IT Systems Administrator

DEPARTMENT: IT

REPORTS TO: Director of Technology

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full Time

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for overseeing a stable networking and computing environment for Watermark Community Church, serve as a mentor to volunteers, and expand the role and usage of Information Technology at Watermark.

ESSENTIAL SKILLS & EXPERIENCE:
- A servant's heart
- Education or job knowledge in the field of Networking and IT Management
- Computer skills and knowledge of computer networking systems, switching, routing, wireless access, systems management, and security

POSITION RESPONSIBILITIES:
1. Network Systems Administrator
   a. Facilitates migration to cloud systems
   b. Supports server and network cloud systems in Microsoft Azure
   c. Supports server and network cloud systems at Amazon AWS
   d. Supports the Local Area Network (LAN)
   e. Oversees the configuration and maintenance of servers, printers, and desktop computers
   f. Oversees the configuration and maintenance of all network equipment, including wired and wireless networks
   g. Interfaces with technical support for the LAN, Telephone, Website, and other vendors related to systems employed by the church
   h. Submits requests for network equipment for approval by the Director of Technology
2. Computers and Hardware
   a. Assists ministry leaders in making informed technology decisions
   b. Assists the helpdesk in training staff on operating systems and desktop software, as requested
   c. Researches, evaluates, and selects computer equipment as needed by the staff upon final approval by the Director of Technology
   d. Researches, evaluates, and selects software as needed by the staff upon final approval by the Director of Technology
   e. Makes recommendations to the Director of Technology for future planning and technology needs (forecasting)
   f. Troubleshoots hardware and software issues
   g. Installs and maintains all software programs, as needed
3. Special Projects
   a. Works with the Director of Technology on special projects, which may include reporting, website configuration, or other technical needs at the request of ministries

4. Team member contribution
   a. Actively contributes to the improvement of the ministry of Watermark and provides prayerful support
   b. Functions well with co-workers, treating them with honor and grace
   c. Spiritual Encouragement: Encourages spiritual focus and commitment by modeling the Core Values of Watermark Community Church.
   d. Improvement of Ministry Operations: Contributes toward improving the ministry as a whole
   e. Prayer and Staff Involvement: Regularly attends staff prayer and staff events
   f. Needs to be available on a cell phone after regular work hours to fulfill role duties & requirements. Watermark will reimburse a portion of cell phone expenses

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:
- Passion for troubleshooting problems and configuring equipment so ministries can do their jobs well in connecting with people
- Dependable, discreet, multi-tasker, professional, problem-solver