



JOB DESCRIPTION

Systems Administrator

Information Technology Team

Operations

Reports To: Director of Information Technology
Category of Employment: Support Staff, **Full Time**
Payroll Status: Salaried, **Exempt**
Office Hours: **Minimum of 40 hours per week**

*The mission of Compassion Christian Church is
to lead people to a life-changing relationship with Jesus Christ.*

Job Summary

To further the mission of Compassion Christian Church by supporting all information technology mechanisms for all ministries.

Minimum Qualifications

1. **Experience:** Must have a minimum of four (4) years experience in an Information Technology related field.
2. **Education:** A Bachelor's degree in Computer Science or Information Technology. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Candidate must understand information technology in a networked environment, including strong knowledge of architecture/infrastructure components of LAN/WAN network and of client/server operations. Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must demonstrate a Christ-like attitude in words and actions, a willingness to work collaboratively with others, and have a strong heart for service. Candidate must have the ability to work independently with efficiency, effectiveness and composure; must have excellent written and verbal communication skills; maintain and protect confidentiality; and must be able to multitask and prioritize work assignments. Candidate must exhibit excellent organizational and interpersonal relational skills.
4. **Physical Demands:**
 - a. May be called upon for lifting, pulling, climbing, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another

Bible-believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
 - Participation in monthly "All-Staff Meetings" as well as called departmental meetings, and other required staff events.

2. Specific ministry duties and responsibilities:
 - Client Systems Administration**
 - First point of contact (Tier 1 Support) for assigned Regional Campuses end users.
 - Administer and Manage Desktop PC's, Laptops, MACs, Printers, Scanners, Telephones, Peripherals, and Tablet/Smart Phone/BYOD (Client Systems).
 - Install, configure and troubleshoot a variety of Windows and Apple Client Operating Systems, including Windows XP/7/8/10 Professional, and MAC OS X Operating systems.
 - Install, configure and troubleshoot a variety of application software including Church Database, MS Office Suites, and audio/video/graphic software, etc.
 - Consult with end users to track problems, monitor performance, and perform upgrades to all hardware and software as required.
 - Server Systems Administration**
 - Second point of contact (Tier 2 Support) for all end users of Compassion Christian. Responsible for supporting all server system requests and issues escalated from Tier 1 Support.
 - Administer server technology such as Active Directory, Microsoft Exchange, SharePoint, Church Management Database, File Servers, Print Servers, Terminal Servers, Antivirus Security Server, Windows Services Update Server, Routing and Remote Access (VPN), as well as other technology.
 - Create, delete, and monitor user access control and accounts.
 - Perform and monitor backup/recovery according to the disaster recovery plan.
 - Assist in the administration and troubleshooting of VMware's vSphere Virtual Infrastructure and EqualLogic's Storage Area Network (SAN).
 - Monitor and troubleshoot network systems including Servers (Physical/Virtual), Switches, and Firewalls; as well as LAN/WAN/WLAN connectivity (Multi-Location).
 - Assist in implementation and upgrades to network infrastructure hardware and software, as required.
 - Maintain preventive maintenance logs and other documentation.
 - Provide "on call" support for assigned Regional Campuses during all church services and activities.
 - Volunteer Leadership**
 - Oversee, recruit, train and provide leadership to volunteers within the Information Technology Ministry.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to

meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

Signature of Staff Member

Date

Job Description Approved: DLM (HR Initials) _____ (DH Initials)
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