

## Job Opportunity



## Competitive

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**Position:** Network Administrator

**Job Vacancy Notice#:** RC-12-08

**Location:** The Rock Church – IT Department

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Exempt

**Opening Date:** 17 March 2008

**Closing Date:** Open Until Filled

**Area of Consideration:** All areas.

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**Brief Description of Major Duties:** Under direct supervision of the Chief Operating Officer, the Network Administrator will direct and coordinate local area computer network activities by performing the following duties.

**Qualifications & Requirements:** Designs, specifies, configures, installs, and maintains local area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems, cabling and Internet service providers. Troubleshoots desktop hardware and software issues, for end users. Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security and backup. Establishes and maintains network users, user environment, directories, and security. Trains users on software and equipment usage. Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs. Develops and communicates standards for use, operations, and security of network, personal computers and data. Communicates with other departments to report and resolve software, hardware and operations problems. Develops and implements disaster recovery procedures. Maintains database systems.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Chief Operating Officer.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Bachelor's degree (B.A.) from four-year college or university; or one or two years related experience and/or training; or equivalent combination of education and experience. Understanding of OSI model, TCP/IP, Windows servers, Linux and wireless technologies. Certificates, Licenses and Registrations: MCP, CCNA, CWNA, Network +, Linux +, MCSA is a plus. Proficiency in binary math and sub-netting is a plus. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of manager, clients, customers and the general public. Customer service oriented mindset. Pleasant, professional personality and appearance. Ability to meet project deadlines. Ability to establish and maintain effective working relationships with supervisors, employees and service representatives. Ability to communicate effectively orally and in writing. Ability to work well under short deadlines, handles multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities. Self-motivated and flexible in nature to handle other duties and special projects as needed. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in The Rock Church employee handbook. Regular attendee of The Rock Church (or willing to transfer attendance to The Rock Church).

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

*To apply please visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) and fill out the application. Email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org) . Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.*