LAN/WAN Administrator

SUMMARY:
Primarily responsible for the credit union's Personal Computer Network. Responsible for all employees who install, configure, and troubleshoot the computer networks, both LAN and WAN and any other associated assemblies of computer hardware/software.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)
- Required to consult with management to determine the information requirements of the credit union. Establishes boundaries and guidelines. Prioritizes all aspects of any new project, and schedules employees for the creation and implementation of the project.
- Plans, directs and controls all the LAN and WAN activities throughout the credit union with supervisors, and specialists including the installation and maintenance of third party software. (e.g., MCIF, ALM, credit bureau, etc.)
- Responsible for developing and updating the Disaster Recovery Plan for the credit union in concert with internal requirements and the requirements of external governing agencies.
- Creates an internal operating environment that responds quickly to user technical problems, and documents the resolution of these problems for future user training.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)