

PC/Network Manager

SUMMARY:

Responsible for the effective management of all aspects of PC/Networking through direct interface with assigned staff and vendors, the PC/Network Manager works with users to identify and implement technological solutions that support the credit union's technology plan objectives. Functions include installing and supporting PC/LAN/WAN hardware, software, peripherals, communication links and technology; providing organizational project support, and managing department technology projects.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Manages departmental projects to ensure the timely, accurate, planned completion and implementation of technology – hardware and software – projects.
- Manages the daily operation and integration of all aspects of the credit union's PC network (LAN's, and WAN's) to ensure timely support services and minimum down-time.
- Develops and maintains all the standards and procedures related to the system and provides published instructional manuals and documents to help users effectively use the system.
- Trains and develops department staff to help ensure that they have the necessary skills and knowledge to effectively perform their job functions. Assists with the training of PC/Network users as necessary to ensure that they have the necessary skills and knowledge to effectively and fully utilize the PC hardware and software.

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