

ALL IN CREDIT UNION

Job Title: NETWORK ENGINEER
Department: INFORMATION TECHNOLOGY
Reports to: AVP of IT - Operations

Pay Grade: MT60	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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ROLE:

A Network Engineer is responsible for analyzing, designing, installing, configuring, maintaining and repairing of network infrastructure and application components. A Network Engineer performs a wide variety of evaluation, maintenance, installation and training tasks to ensure the computer network performance meets company and user satisfaction. A Network Engineer also provides direction, information, and recommendations regarding network configurations and installations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Maintain a thorough understanding of the basics behind the Internet and its workings (DNS, Security, IP Routing, HTTP, VPN, Email - Routing, SPAM, etc.) as well as the corporate communications network.
- Configure and setup Firewalls, VPN Concentrators and Security appliances for access to vital business applications
- Design, setup and configure complex switching environments
- Design, setup and configure complex wireless networking that supports open or secured access and the ability to support voice and video applications
- Maintain a thorough understanding of Local Area Networking
- Assist in the design of multi-server environments including IP address schemes, DNS, WINS, Ether-Channel (Bonding), etc.
- Configuring and installing client and server network software for upgrading and maintaining network and telecommunication systems.
- Maintaining multi-site network operations and software applications, operating systems and regular maintenance.
- Managing assigned projects and program components to deliver services in accordance with established objectives.
- Responding to inquiries from staff, administrators, service providers, site personnel and outside vendors and etc. to provide technical assistance and support
- Supervising the administration of systems and servers related to network infrastructure to ensure availability of services to authorized users.
- Troubleshooting malfunctions of network hardware and software applications, telephones and security systems to resolve operational issues and restore services.
- Any other duties as assigned by management

PERFORMANCE MEASUREMENTS:

- Communications with all areas of the credit union regarding system status, planned upgrades, maintenance windows, and other communications as deemed necessary.
- To ensure that the network, hardware, and software systems of the credit union are maintained at the highest levels of readiness at all times.
- Performs testing and upgrades as new versions are available and communicates changes with management and organizational staff.
- Coordinates with other departmental staff to ensure that Local Area Network and Wide Area operations minimally impact, or are minimally impacted by, database and core systems operations.
- Assists with training by working with trainers to educate and inform credit union staff prior to updates being performed.
- Maintains a professional and businesslike appearance at all times, and interacts with all staff and membership in a professional and businesslike manner.
- On-Call as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Experience:	One to three years of similar or related experience
Education:	Two years of college education, completion of a specialized course of study in a trade specific program, or completion of an extensive and specialized in-house training / apprenticeship program. Various industry recognized certifications are also preferred such as those issued by Microsoft, Comp/TIA, Cisco, Juniper, etc....
Interpersonal Skills:	Normal work period involves contact with persons beyond immediate associates, generally regarding routine matters for purposes of giving or obtaining information, which may require some discussion. Outside contacts take the form of service to the public (members and vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills:	<p>Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: relational databases; record structures; and current generation database; design methodology including operating systems, firewalls, network switching and routing, and fundamental knowledge surrounding network and corporate security. Strong VOIP knowledge including convergent or unified communications. Understanding of basic project management principles.</p> <p>Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.</p> <p>Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; and applying logical processes and analytical skills.</p> <p>Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.</p> <p>Knowledge of the Bank Secrecy Act (BSA) and Office of Foreign Assets Control (OFAC) compliance and the ability to assist members with questions concerning BSA is required. Annual training regarding BSA/OFAC is required.</p>

WORKING CONDITIONS:		
Material and Equipment Involved:	Personal Computer Telephone Fax Machine Video Conferencing Equipment	Scanner Tablet and mobile devices Laptop
WORK ENVIRONMENTAL/PHYSICAL ACTIVITIES:	The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy office environment.	
NOTICE:	<p>This job description is not intended to be, nor should it be construed as, a contract for employment. All In Credit Union makes no guarantee of permanent employment. This job description is to be used as a guideline to give you an understanding of what the credit union has defined the position to be. Changes to this job description may be made at any time by the President.</p> <p>All In Credit Union is willing to accommodate handicaps, to the extent a financial services organization can, without impacting financial control or member service. All In Credit Union is an Equal Opportunity Employer of Females, Minorities, Veterans and Disabled/Drug Free Workplace.</p>	

PRINTED EMPLOYEE NAME

DATE

EMPLOYEE SIGNATURE

LAST UPDATED	12/06/2019	BY	Phyllis Phillips	Date	12/06/2019
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To apply, please submit your résumé to pPhillips@allincu.com