



# **BENCHMARK BANK**

## **JOB DESCRIPTION**

<b>POSITION:</b>	Network Administrator
<b>DEPARTMENT(S):</b>	Information Technology
<b>LOCATION:</b>	Plano
<b>EXEMPT STATUS:</b>	Non-Exempt
<b>HOURS:</b>	8:00am – 5:00pm, After hours and weekends when needed
<b>REPORTS TO:</b>	Vice President, IT

## **MAJOR DUTIES AND RESPONSIBILITIES**

- Perform a wide range of network administration functions including installations, maintenance, upgrades, and general support for network and server equipment.
- Evaluate, test, and deploy all software and hardware upgrades to the networking infrastructure.
- Assist in the configuration and deployment of core and peripheral network devices, which will require continuous learning and training on new devices.
- Proactive monitoring of all network devices, services, and servers.
- Assist in developing, implementing, testing, and maintaining disaster recovery plans.
- Interface with vendors for trouble shooting issues & maintenance of all IT infrastructures.
- Work closely with the fellow IT team members to provide end-user support and issue resolution.
- Administer AD design, user creation, and group policies.
- Administer Microsoft Exchange environment.
- Manage and monitor system backups.
- VMWare Setup and Administration.

## **JOB REQUIREMENTS**

Bachelor's Degree and 3 years or more experience in network administration

## **REQUIRED SKILLS**

- Strong written and verbal communication skills
- Strong knowledge of VMWare VSphere ESXi, vCenter, SRM
- Strong knowledge of Windows server 2008/2012/2016
- Strong knowledge of Windows 7/10
- Strong knowledge of Microsoft Exchange 2013, 2016
- Strong knowledge of Microsoft AD
- Experience with TCP/IP, networking, VPN, DNS, SMTP
- Experience with MS SQL 2008/2012
- LAN/WAN Routing/Switching/Firewall
- Operating Systems tuning and configurations
- Familiar with Network storage / iSCSI

All qualified applicants will receive consideration for employment without regard to race, ethnicity, gender, sexual orientation, religion, color, age, disability, veteran status, national origin, ancestry, gender identity, marital status, citizenship status, medical condition (including pregnancy), or any other characteristics as specified by the applicable laws.