

Job Description

Position Title: Systems Manager
Supervisor: Executive Pastor of Operations
Revision Date: 06/04/10 **Original Definition:** 1/5/2004

Job Purpose:

Responsible for all computer, network, and telecommunications needs at WCC. This includes implementing, maintaining, and supporting new and existing computers and providing user support for all hardware, software and telecommunication needs.

Qualifications:

1. College degree preferred.
2. Significant skills in problem solving.
3. PC/Mac hardware and networking equipment knowledge required.
4. Previous network experience with Windows Server and Active Directory.
5. Interpersonal skills for serving staff and assisting ministry teams.

Working Environment:

This position requires an average of 40 hours a week. Working days will typically be general office hours Monday through Friday, though some job responsibilities may need to be completed during off hours or on a weekend due to ministry needs.

Essential Functions:

- 1. User support**
 - a. Field user questions related to our software and systems
 - b. Setup new computer hardware and maintain existing
 - c. User training on our software and systems
 - d. Monitor performance and upgrade hardware/software as needed
- 2. Network administration**
 - a. Backup of server data
 - b. Maintain Active Directory for users, printers and other devices
 - c. Manage contracted network assistance
- 3. Church management software administration**
 - a. Manage Fellowship1 and ServiceU systems and needs
 - b. Train new users in data management systems
 - c. Proactively seek solutions to users issues
 - d. Implement and maintain standard uses of systems

Position Title: **Systems Manager**

pg. 2

4. Communications Support

- a. Maintain current phone system
- b. Oversee and manage telecommunications
- c. Oversee and manage internet system

Secondary Functions:

- 1. Web development
- 2. Social Network integration
- 3. Application design