



CAREER OPPORTUNITY

Job Title: NETWORK ADMINISTRATOR

FLSA Status: NON-Exempt

Reports To: IT DIRECTOR

Location: WEST COVINA

Language: English

ABOUT Universal Bank

Universal Bank is a premier company in West Covina CA, that has remained dedicated to the commitment of serving our local communities. We provide customized customer service by offering a full array of deposit and loan products.

Our corporate office is located in West Covina CA. with five branches serving LA County in West Covina, Monterrey Park, Rosemead, Eagle Rock and Arcadia. Our cultivated team is an extremely knowledgeable banking professional.

Position Summary

Under the direction of the IT Director, this position is primarily responsible for installation, configuration, operation, and maintenance of systems hardware and software. Support the organization's local area network (LAN), wide area network (WAN), and Internet system. Monitor network to ensure network availability to all system users. Support IT Service Desk and in charge of conducting maintenance on computers, printers, routers, firewalls, laptops, smartphones, etc.

General Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Core duties and responsibilities include the following. Other duties may be assigned.

- Participate in IT Steering Committee and IT planning for the Bank.
- Maintains and administers computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations.
- Performs data backups and disaster recovery operations.
- Diagnoses, troubleshoots, and resolves hardware, software, or other network and system problems, and replace defective components when necessary.
- Plans, coordinates, and implements network security measures to protect data, software, and hardware.
- Assists in the development of corporate strategic and business planning.
- Operates master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- Support the effectiveness of the IT Service Desk.
- Establish work procedures, workflow, and maintain and update checklists of tasks to be performed daily, weekly and monthly.
- Configures, monitors, and maintains email applications or virus protection software
- Install new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and operational requirements.
- Research and recommend innovation, and where possible automated approaches for system administration tasks. Identify approaches that leverage internal resources.
- Plans, Coordinates, and Implements IT projects.
- Maintain current knowledge of applicable federal regulations, including Bank Secrecy Act, Due Diligence, and Know Your Customer principles.
- Adhere to compliance and Bank policies and procedures in accordance with Universal Bank or regulatory standards

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor degree in Computer Science, or related discipline with an IT focus or equivalent years of progressive experience.
- Three to five years network and system administration experience.
- A+ Certification, MCP Certification, VM Certification, MCSE Certification, or equivalent work experience.

- The ability to work as a team and independently to accomplish tasks with minimal oversight.
- Good working knowledge with LAN/WAN, Data, and Communication.
- Ability to balance multiple priorities and meet deadlines in fast-paced and changing environment; must be flexible.
- Good working knowledge of project management.
- Ability to understand business impact and prioritize issues/projects.
- Computer skills required including Microsoft applications.
- Knowledge of all federal and state regulations regarding banking.

Communication and organizational skills:

- Demonstrates high level of quality work, attendance and appearance
- Excellent level of problem-solving capabilities to establish potential alternatives and solutions to problems

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk and sit.
- The employee must occasionally lift and/or move up to 10 pounds.
- No specific vision abilities required by this job.
- Noise level in the work environment is usually moderate

Universal Bank is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.

You may or may not receive a response to your inquiry by email, mail or fax depending on the number of job openings, volume of inquiries, and your qualifications.