



## IT ADMINISTRATOR

### Job Description

Central Wesleyan Church is seeking an IT Administrator who is knowledgeable in many aspects of networking, hardware, software, and internet services. Under the Tech Director, the IT Administrator will be responsible for the day-to-day support of church systems and software. In addition, the candidate should have good interpersonal skills and a passion for the church. As a part of the Water's Edge Network, the IT Administrator role also includes being an IT resource to a family of churches, both nationally and around the world.

### Responsibilities:

Medium sized business network administration

Help desk duties

- Wifi, Mac, Windows, and iOS support
- Printing
- Software support

System design support

- Manage servers (physical and virtual)
- Manage firewall / security / internet filtering / VPN (remote campuses)
- Manage active directory environment
- Onsite and offsite backup

Software

- Purchase / manage / support
- Manage licenses
- Provide insight and support to our implemented software solutions

## User Hardware

- Computer inventory management / maintenance
- Printer inventory management / maintenance

## Google Suite Administration

- Manage users and groups for all campuses
- Managing security and best practices
- Manage Google Drive permissions

## Church management database admin (Arena—[ASP.net](#))

- Manage existing pages and public facing applications
- Maintain database / upgrades
- Install / manage / troubleshoot check-in software
- Troubleshoot

## Budget management

- Maintain software budget
- Maintain computer & network budget

## Support Water's Edge Network churches

- Report to Water's Edge Network management
- Provide solutions (outsource installation / setup)
- Monitor networks
- Strategize with Leadership Team and attend monthly meetings
- Assist in migrating existing email accounts / information systems to Google Suite

## Digital signage network (BrightSign)

- Manage devices / updates
- Assist Communications Department in pushing content to players
- Troubleshoot player issues

## Phone system management

- Hardware purchasing and support
- Software management

## ISP management

- Internet contract
- Phone service