JOB ANNOUNCEMENT

Systems Administrator

Golden Valley Bank is currently seeking a **Systems Administrator** to maintain the Bank's essential computer systems, hardware, and software to ensure functionality and meet business needs. The Systems Administrator also installs and updates hardware and software, engages in research and development for the Bank's needs, and offers end-user support to resolve computer issues, and minimizing work disruptions.

The Systems Administrator reports directly to the Director of IT. The ideal candidate will possess 3 - 5 years of experience in Information Technology demonstrating the aforementioned duties and the responsibilities outlined below. Possession of technical certifications from Microsoft and/or CompTIA is required at the time of hiring. Financial institution experience is preferred.

Responsibilities include but are not limited to:
- Provide technical support to end-users to support absolutely outstanding customer service (AOCS).
- Install, configure, and maintain computer hardware and software.
- Ensure system security and manage user accounts and access to systems.
- Participate in disaster recovery plans and business continuity strategies.
- Collaborate with the IT team and other departments to resolve issues and improve system performance.
- Partner with technology service providers to resolve technical support issues.
- Recommend new technology to enhance operations and internal efficiencies.
- Participate in IT systems and application security.
- Participate in department and Bank technology projects.
- Participate in all phases of Hardware and Software Development Life Cycle.
- Create and maintain system documentation.
- Perform routine/scheduled audits of IT systems and business applications.

Candidates will possess the following qualities:
- Proficient knowledge of Microsoft Office/Microsoft 365.
- Strong knowledge of computers and servers including hardware, software, operating systems (like Windows and Windows Server).
- Strong analytical and problem-solving skills with the ability to actively listen.
- Excellent organizational skills, with the ability to prioritize work.
- Ability to explain technical problems and offer solutions to those without technological training.
- Proficient knowledge of troubleshooting Internet connectivity, computer systems, network systems, and other technological office equipment.
- Excellent customer service skills.

Additional information regarding this position is available upon request, including a Job Description and details of our excellent benefits programs.

The hiring range for this opportunity is $66,560 - $69,888 annually based on experience, education, and skill set.

If you value your community, providing Absolutely Outstanding Customer Service, the opportunity for professional growth, and believe you possess the commitment, personality, and skills to become part of the Best Bank in Town, we would like to have you apply today!