

JOB DESCRIPTION



28986 SE Haley Rd Boring, OR
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POSITION TITLE:	Information Technology Manager
DEPARTMENT:	Operations – Information Technology
SUPERVISOR:	Peter Hibbs
TIME COMMITMENT:	40 hrs/week
CLASSIFICATION:	Exempt Salaried Senior Staff

POSITION PROFILE:

This position at Good Shepherd Community Church exists for the purpose of developing and maintaining the Information Technology environment at GSCC; and provide necessary support to ministries and staff as we together fulfill our mission of “learning together to live like Christ while reaching out in His name”.

SKILL SET:

- Ability to work with people and help others be successful in their tasks
- Willingness to stay current with new developments within the IT realm and expand personal skills
- Good working knowledge of email and SMTP servers. Office 365 and G-Suite
- Working understanding of writing SQL and .Net is desired

EXPERIENCE QUALIFICATIONS:

- Bachelor Degree preferred
- Five years' experience maintaining computers and networks preferred
- Extensive experience and knowledge of both Windows and Mac OS
- Experience installing and troubleshooting Window OS
- Experience in PC hardware and hardware troubleshooting
- Experience with virtual servers (VMWare), Windows, SAN based file storage, print servers
- Experience in PC hardware and hardware troubleshooting
- Experience with TCP/IP networks and network infrastructures (switches, firewalls, routers)
- Experience with Microsoft Office and Adobe Creative Cloud products
- Experience in web sites and web applications

DUTIES & RESPONSIBILITIES:

- Oversee Information Technology employees (Systems Administrator and Database Manager)
- Oversee and maintain computer and technology network
- Maintain long-term strategy to keep technology up to date
- Develop and maintain IT budget
- Daily user trouble-shooting – Help Desk
- Maintain all servers (file, app, terminal, and web servers)
- Create and maintain all user accounts in AD
- Maintain all staff computer workstations
- Maintain system info, procedures and log files
- Maintain all email accounts – Office 365 and G-suite
- Maintain virus protection on all servers and workstations
- Maintain phone system – Asterisk (FreePBX)
- Train staff in use of software – as needed

- Maintain network connectivity through fiber, switches
- Maintain financial app updates (ShelbyNext)
- Maintain church membership and contributions updates (Shelby Arena/Planning Center)
- Maintain facilities scheduler updates (EMS)
- Maintain all backups: file server, ShelbyNext, EMS, Arena, Planning Center
- Work with Clackamas ESD with internet connection and web filter
- Work with Clackamas ESD with maintenance of firewall and switches
- Oversee network connectivity and printing to copy machines
- Maintain all printers and FAX machines
- Oversee and maintain various tech equipment: phone tree, and other 3rd party equipment
- Maintain Cisco wireless system
- Trouble shoot and assist Good Shepherd School with its computer lab and school laptops
- Assist in the set-up of web-based applications
- Provide assistant with the GS website and web applications

SPIRITUAL RESPONSIBILITIES:

- Ensure that all actions performed within the context of this job position accomplish and further the mission, vision, and value of Good Shepherd Community Church.
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders.

ADDITIONAL NOTES:

- Regularly attend Good Shepherd Community Church.
- Complete Safe Kids Training, which will include a criminal background check, as part of hiring process.

DISCLAIMERS:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED APPROVED BY:	Peter Hibbs	DATE:	01/14/2021
REVIEWED BY:	Tanya Atkins	DATE:	01/14/2021