

EXTERNAL NOTICE OF VACANCY

DATE OF POSTING: June 27, 2022

POSITION: Network Administrator (Confidential)

POSITION AVAILABLE: Immediate

SALARY: \$50K + Depending on Experience and Qualifications

FRINGE BENEFITS: Liberal (Fully paid health insurance; paid vacation, leave, and holidays; employer paid defined benefit retirement plan; 401K plan with employer match)

RESPONSIBILITIES: See attached Job Description

QUALIFICATIONS: *A. Experience in the following area -*

1. Upgrading, installing and troubleshooting networks, networking hardware devices and software.
2. Ability to assist in coordinating technological processes and efforts with social media personnel, political personnel, and communications staff.
3. Maintaining and controlling inventory of equipment and parts as well as documentation of vendor activities.
4. Assisting in web development and support of web based services.
5. Defending against outside security threats to the network, dealing with incursions, and setting up defensive systems (hardware/software).
6. Developing and documenting system standards for computer and network devices
7. Recommending and scheduling repairs to the LAN/WAN and coordinating work with offsite technology services.
8. Providing training to staff.
9. Working cooperatively with other staff.
10. Recommending purchases and upgrades within budget, tracks budget spending.

B. Abilities -

1. Handles highly confidential information/material
2. Ability to communicate orally and in writing in a professional manner
3. Ability to give presentations and interact with large groups in an effective manner.
4. Prior experience supporting, implementing and/or administering networks.
5. Works well both alone or in a team setting
6. Strong analytical skills

C. Education - Bachelor's Degree in a technology related field.

DESIRABLE ADDITIONAL QUALIFICATIONS: Master's Degree
Experience in web page creation and maintenance.

APPLICATIONS: Persons applying should send a letter of interest accompanied by a complete resume and any other pertinent information to Melanie Engh, Administrative Assistant for Legal & Corporate Services, Oklahoma Education Association, P.O. Box 18485, Oklahoma City, OK 73154 and/or email the same information to mengh@okea.org.

Applications will be accepted until the position is filled.

THE OEA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**OKLAHOMA EDUCATION ASSOCIATION
JOB DESCRIPTION**

POSITION/TITLE: Computer Network Administrator
PROGRAM AREA: Center for Finance and Technology
CLASSIFICATION: Confidential
*SUPERVISOR/MANAGER: Associate General Counsel

*All staff work under the direction of the Executive Director and/or designee.

1. Serve as the LAN administrator for the association, which includes users, computer access rights, file services, printer services and other network functions and coordinate with offsite technology services companies.
2. Serve as liaison with NEA computer/technical staff.
3. Coordinate activities with social media staff, political staff, and communications staff.
4. Coordinate technology services for all oea meetings and presentation.
5. Advise and consult with the association and management regarding computer/technical matters.
6. Develop and maintain backup, maintenance and software installation procedures.
7. Provide the necessary assistance for network problem determination and resolution.
8. Work with the association hardware and software, including word-processing, spreadsheet, and graphics.
9. Organize and prioritize tasks and attend to details.
10. Provide secretarial and confidential duties as directed by the Associate Executive Director.
11. Assist the Associate Executive Director in all confidential duties directed by the Associate Executive Director.
12. Attend Association, confidential and management meetings as requested.
13. Perform other duties as assigned.

Specific Duty Descriptions:

1. Work under the general direction of the Executive Director and the immediate direction of the assigned Director to ensure security of the network, maintain all electronic equipment, and administer the network.
2. Administer network workstations, servers, and all network equipment. Provide back-up user support to the Computer and Technology Support Administrator.
3. Works cooperatively with the Computer and Technology Support Administrator in all areas.
4. Evaluate and/or recommend purchases of computers, network hardware, peripheral equipment, and software;
5. Investigate user problems, identify their source, determine possible solutions, test and implement solutions.
6. Install, configure, and maintain personal computers, networks, workstations, file servers, Ethernet networks, network cabling, telephone equipment and other related equipment, devices, and systems; adds or upgrades and configures modems, disk drives, data acquisition boards, CD ROM units, printers, and related equipment.
7. Perform and/or oversee software and application installation, support, and upgrades.
8. Maintain site licenses for department/organization.
9. Plan and implement network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users.
10. Troubleshoot networks, systems, and applications to identify and correct malfunctions and other difficulties.
11. Develop and conduct various training and instruction for system users on operating systems, relational databases, and other applications; assist users in maximizing use of networks and computing systems. Conduct training regarding general technological issues for OEA staff, OEA members, and potential OEA members.
12. Identify utilization patterns and their effect on operation/system availability and performance expectations.
13. Anticipate communication and networking problems and implement preventive measures.
14. Establish and perform maintenance programs following company and vendor standards.
15. Ensure timely user notification of maintenance requirements and effects on system availability.
16. Investigate, recommend and install enhancements and operating procedures that optimize network availability.
17. Assist in development and maintenance of web pages and web based services.
18. Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
19. Document network problems and resolutions for future reference.
20. Act as a representative of the Oklahoma Education Association, promote Association objectives and philosophy, and recruit nonmembers into the Association.
21. Develop activities to accomplish the goals and objectives of the Association with the other staff of the Center for Communications
22. Coordinate activities with the geographic teams to accomplish the goals and objectives of the Association generally and the Center for Communications specifically.
23. Work cooperatively with all staff to accomplish the goals and objectives of the Association. Serve as the staff consultant to Association committees as assigned.
24. Perform other duties as assigned.