



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 04/05/2024

**Closing Date:** Until Filled

---

**Position Title:** Network Administrator

---

**Department/Division:** Information Technology (IT)

---

**Job Type:** Full Time, Exempt

---

**Location:** 7557 Rambler Rd., Ste 1200, Dallas, Texas 75231

---

### **BASIC FUNCTION:**

The function of the Network Administrator is to perform the tasks required for day-to-day support and operation of computer and communications systems.

---

**Position description/objective:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- \*1. Administer user accounts on the network, Microsoft Office, and in Google Workspace including Active Directory.
- \*2. Administer routine PC, Mac, and user accounts.
- \*3. Administer cloud file shares and file share security.
- \*4. Support end users' hardware and software, including MacOS, Windows, Microsoft Office, and Google Workspace.
- \*5. Monitor and take action as needed for application event logs.
- \*6. Configure printers and other network devices physically and on the system.
- \*7. Work with vendors in routine work on network and telephone systems issues and setup.
- \*8. Monitor network and internet traffic and troubleshoot issues successfully.
- \*9. Manage and maintain security and distribution groups
- \*10. Manage and maintain folder and user security on network drives
- \*11. Manage and maintain network printers.
- \*12. Document and maintain documentation of BGCT network infrastructure.

**Network Administrator**

- \*13. Perform tests and analysis of network performance
- \*14. Install and test new network software components as directed
- \*15. Participate in selection of and analysis of network-related software and hardware
- \*16. Backup and restore email
- \*17. Backup and restore files
- \*18. Manage network devices such as hubs and switches on the various floors
- \*19. Configure and set up network for Annual Meeting.
- \*20. Support staff and others at Annual Meeting Registration and Executive Board meetings.
- \*21. Assist with setup and support of remote offices' networks and communications.
- \*22. Back up Senior Network Administrator as needed.
- \*23. Attend meetings and participate in training as required.
- \*24. Maintain compliance with Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- \*25. Perform other duties and work on various projects as required.

\*Task which is considered to be an essential function of the job.

---

**Required skills and experience:**

*NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. Requires proficiency in Microsoft Active Directory and related tools.
2. Requires proficiency and operation of backup tools.
3. Requires proficiency and administration of security tools such as Malwarebytes.
4. Requires proficiency and administration of Google Workspace
5. Requires proficiency with Windows Server 2019 and forward operating system and related tools.
6. Requires knowledge of communications systems, ability to troubleshoot and work with vendors to resolve problems.
7. Requires ability and motivation to learn and train with little supervision, with online and book resources.
8. Requires overall knowledge and practical application of network topology, technology and analysis tools and software and hardware diagnostic utilities.

**Network Administrator**

9. Requires knowledge and practical application of computer hardware and network cabling.
10. Requires active membership in a BGCT uniquely aligned church who has identified BGCT as its sole State convention or a dually aligned church during employment.
11. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
12. Requires proficient ability to speak, read and write English.
13. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
14. Requires ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
15. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
16. Requires ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
17. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
18. Requires ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
19. Requires ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
20. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
21. Requires excellent organizational skills; ability to multi-task.
22. Requires professionalism in the workplace to include professional and accurate communication with others.
23. Commitment to Christian principles and teachings both professionally and personally required.
24. Proficient working knowledge and ability to use various office software including, but not limited to, Office 365, Google Workspace, and internet skills.
25. Sufficient good health to properly discharge duties required.

**CONTACT:**                   **Human Resources**  
                                  **Phone 214-828-5327**  
                                  **FAX 214-853-4257**  
                                  **E-Mail [hr@texasbaptists.org](mailto:hr@texasbaptists.org)**

**Texas Baptists is an Equal Opportunity Employer.**

**Network Administrator**