

# COMMUNITY FIRST DATA SERVICES

## JOB POSTING

**Community First Data Services** is committed to providing Equal Opportunity in Employment. The organization is continually trying to improve recruitment, employment, development and promotional opportunities for its employees. Our selection decisions are based on job related factors and not on the basis of race, color, religion, sex, age, national origin, handicap, or veteran status.

**POSITION:** Network Administration Manager  
**LOCATION:** Cheyenne, WY  
**DEPARTMENT:** Networking  
**REPORTS TO:** VP - Networking  
**POSTING DATE:** 7/26/10  
**REF:** 94-72610

### **SUMMARY**

This position is responsible for managing the daily operations of the Network Department, overseeing efficient operation of equipment, analyzing hardware and network requirements for new projects, and oversight of customer service with serviced companies and internal staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervise equipment, hardware and software upgrades
- Communicate effectively with all levels of employees
- Supervise the installation and configuration of network servers for local and remote access
- Support TCP/IP subnets
- Monitor, maintain and control network efficiently
- Communicate effectively to senior management on status of department, network and special projects
- Work with Security Manager in recommending and monitoring security standards for local and wide area networks

### **SUPERVISORY RESPONSIBILITIES:**

Responsible for direct supervision of Network Administrators

### **JOB REQUIREMENTS:**

- 6 – 10 years experience in networking in the LAN/WAN environment, preferably with Microsoft products
- 6 years experience with Microsoft Server OS
- Experience with server virtualization
- In-depth knowledge of TCP/IP
- Some management experience
- Excellent communication skills and ability to manager employees and department
- Must be able and willing to travel; less than 8 weeks per year
- Must be able and willing to work after hour calls; 24x7 as needed

**AAP/EQUAL OPPORTUNITY EMPLOYER**

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Qualified applicants apply on-line at [www-anbbank.com/career opportunities](http://www-anbbank.com/career_opportunities).

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