

Chain Bridge Bank, N.A.



Information Technology Systems Administrator Job Description

Job Title: Information Technology Systems Administrator
Reports to: Information Technology Director
Job Description: This position is responsible for effective provisioning, installation and configuration of hardware and software in the Bank's infrastructure. This position is accountable for Windows, Cloud, and Citrix systems that support infrastructure. This position will participate in research and development to continue innovation of existing infrastructure in addition to providing infrastructure support and resolving vulnerabilities.

Responsibilities:

- Engineering of Systems Administration solutions for various projects and operational needs.
- Assist in maintaining network hardware and equipment including servers and routers.
- Install new/ rebuild existing servers and configure hardware, peripherals, services, settings, etc. in accordance with standards and project/ operation requirements.
- Ensure that the Bank's technology infrastructure is secure, that data is backed up, and that a solid business continuity plan is in place.
- Interact with other members of the Bank staff to use technology and include technology applications as an integral part of the operational infrastructure of the Bank.
- Ensure all systems, software, and license are up-to-date.
- Contribute to and maintain system standards
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Develop and maintain installation and configuration procedures.
- Repair and recover from hardware or software failures.
- Perform regular security monitoring to identify any possible intrusions.
- Work collaboratively with the other members of the Bank staff to use technology and include technology applications as an integral part of the operational infrastructure of the Bank.
- Act as liaison between the Bank and all information technology vendors including Jack Henry and Associates, Wolters Kluwer and other information technology vendors.
- Perform detailed needs analysis on software and hardware upgrades and improvements.
- Create, change, and delete user accounts per request.
- Be knowledgeable of the hardware configurations and computer-related networks at the Bank.
- Responsible in maintaining regulatory compliance.
- Assist the IT Director in suggesting ways to improve the Bank's technology
- Assist in overseeing the Bank's VoIP system.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.

OTHER DUTIES:

- Maintain high level of proficiency with the Bank's products and services.
- Continue education and training in technology, management, supervisory skills, and banking principles.
- Other duties as assigned.

QUALIFICATIONS:

- Analytical technology experience.
- Strong understanding of networking concepts and technology.
- Excellent written communication and presentation skills.
- Bachelor's degree or equivalent educational or work experience.
- Prior bank experience a plus.
- Aptitude and drive for learning new technology.
- Ability to handle multiple tasks and effectively manage assigned workload.
- Capable of working independently and within in a team.
- A strong grasp of basic hardware and network support principles.
- Must have thorough knowledge of Microsoft server, desktop, and cloud products.
- Must have knowledge of Citrix products.
- Must have knowledge on resolving vulnerabilities reported in assessments.
- Mac, Linux experience is a plus.

COMPLIANCE:

It is expected that each employee:

- Abides by current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the work place.
- Cooperates with, participates in and supports the adherence to all internal policies, procedures and practices in support of risk management and overall safety and soundness and the Bank's compliance with all regulatory requirements.
- Complies with established operating policies and procedures in order to maintain adequate controls and to support the Bank's adherence to outside regulatory requirements.

It is understood that complying with all applicable safety and soundness and consumer compliance laws and regulations, taking the annually required consumer compliance courses, and adhering to the policies and procedures that facilitate compliance will all be factors considered when evaluating individual performance. Individual performance is rewarded in annual salary adjustments.

Bank compliance with laws and regulations is a factor considered in the calculation of incentive compensation. The ratings that the Bank receives from its regulators and its auditors are factored into the annual incentive compensation calculation. Your adherence to these laws and regulations and the policies and procedures that support them directly affect the Bank's compliance. Annual incentive compensation rewards team performance. An employee will not be eligible for incentive compensation unless he/she takes the consumer compliance courses required of all employees and all the required consumer compliance courses for his/her job description or job responsibilities by the end of each calendar year. All required consumer compliance courses for the applicable year will be outlined in the Compliance Management Program posted on the intranet.