



**Our values: Excellence, Respect, Integrity, Innovation, Community, Commitment**

## **Network Administrator – Full time**

### **Job Summary**

The Network Administrator is responsible for maintaining the consistent and continuous performance of the hardware and software used to perform and support bank activities. Works directly with vendors, employees, & management to ensure performance of network equipment and software is meeting expectations and all activities are conducted compliant with applicable regulations. Analysis the current and future needs of network services and makes recommendation of updates or changes prudent to the banks growth and ability to remain competitive in marketplace

### **Primary Location/Schedule:**

- 3524 S. Culpepper., Springfield, MO 65807
- 8:00 am. – 5:00 pm. Monday – Friday, weekends and evenings as needed
- Fulltime – 40+ hours per week, average

### **Position Requirements:**

- Bachelor's degree (BA) or equivalent from a four year college or university in Information Technology or related field or equivalent experience; one or more year's previous experience in similar field. Work related experience should consist of information management / technology / networking activities
- Skilled experience implementing, utilizing, and supporting LAN, WAN, Microsoft Windows Environment, Microsoft Office (Word, Excel and Outlook), Network Design and Implementation, and similar sources
- Experience with Microsoft Windows Server and Active Directory Administration and configuration
- Experience with the implementation and configuration of VMWare ESXI, vCenter, virtual networking and storage applications
- Experience with the implementation and configuration of Cisco Meraki, Aruba and Fortinet network hardware
- Understanding of VOIP, VPN, NTFS Security and Microsoft Exchange
- Excellent leadership, organization and motivation skills
- Excellent verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, train personnel, write reports, correspondence and procedures, speak clearly to customers and employees
- Ability to apply strategic planning, activity coordination, and problems solving techniques to complex issues of multiple facets and variables in non-standardized situations
- Demonstrated self-motivation; productive, efficient, organized, accurate work output with no supervision while working independently and within a team environment
- Disciplined in protecting and managing highly confidential information/material
- Effective time management skills (capable of managing and prioritizing multi-tasks)

- Remain professional, composed and assertive, including high pressure situations; display a sense of urgency as needed to ensure requests are completed within expected timeframes/service level agreement
- Advanced knowledge of federal, state, and other governing agencies regulations and requirements for network and software operation and security
- Advanced skills in computer terminal and personal computer operation; mainframe computer system; word processing, spreadsheet and specialty software programs.
- Advanced typing skills to meet production needs of the position

#### **To Apply:**

- Print an Old Missouri Bank application at <https://www.oldmissouribank.com/about-us/careers.html>
- Submit a completed application by one of these methods; may include a resume.
  - Email: [careers@oldmobank.com](mailto:careers@oldmobank.com)
  - Fax: 1-844-834-3256
  - Hand delivery at an Old Missouri Bank location
  - Mail: Attn Human Resources, Old Missouri Bank, PO Box 14050, Springfield, MO 65814-0050
- Contact Human Resources at [careers@oldmobank.com](mailto:careers@oldmobank.com) or 417-869-9000 for more information

#### **Futures made brighter. Banking made better.**

Old Missouri Bank was founded in 1999 with a commitment to excellence in service. We offer our customers the latest in banking products and services combined with old-fashioned customer service. We are committed to giving our employees the kindness, courtesy, and professionalism they deserve. This philosophy has resulted in our growth from one bank in Springfield to six branches in Springfield and the surrounding communities.

#### **Employee Benefits:**

- **Excellent work environment** where you are appreciated and recognized for your individual efforts and contributions
- **Stability** with a locally owned community bank that is growing and expanding in the region
- **Paid Leave:** Vacation, Military, Bereavement, and Jury Duty
- **Cost friendly insurance:** dental, vision, critical illness, accident, supplemental life w/ AD&D
- **100% match of retirement savings** (up to plan limit)
- **Discounted financial service fees** on select OMB products and services
- **Plus more**

#### **Disclaimer:**

The above description relates the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform tasks outside of their regular responsibilities from time to time, as needed.

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