



"Your Local  
Health Department"

## Branch - Hillsdale - St. Joseph Community Health Agency

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570 N. Marshall Road  
Coldwater, MI 49036  
(517) 279-9561  
Fax (517) 278-2923

20 Care Drive  
Hillsdale, MI 49242  
(517) 437-7395  
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[www.bhsj.org](http://www.bhsj.org)

### **IT Network Manager Vacancy Announcement**

The IT Network Manager serves under the direction of the Director of Administrative Services and is a key member of the Community Health Agency's team. As the primary IT professional, the IT Network Manager is responsible for maintaining a complex network infrastructure across multiple locations and all aspects of the Agency's IT resources including, but not limited to, hardware, software, communications, networking equipment, web page development, and providing general support to the end users. The IT Network Manager also serves as the Agency's HIPAA Security Officer.

#### **Employment Qualifications:**

Education: Bachelor's degree in Computer Science.

#### **Experience & Required Skills:**

- Three or more years of experience in computer networks, troubleshooting, and maintenance.
- Network/Computer security and HIPAA (wireless, firewalls, and virus protection)
- MS Server 2008, 2012 and SQL Server
- Active Directory
- Web page design
- Database maintenance and design (MS Access and SQL)
- Advanced problem solving and analytical skills
- Excellent oral and written communication skills

Special Requirement: Must have a valid Michigan Driver's License and reliable transportation, as work-related travel between offices is frequently required.

#### **Salary and Fringe Benefits:**

This is a full-time position located in the Coldwater office; 37.5 hours per week with a salary range of \$38,688.00 to \$46,000.50 annually. BHSJCHA offers a full range of fringe benefits including Health, Dental, Optical, and Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, Flexible Spending Plan.

#### **Application Process:**

Qualified applicants should submit their resumes with cover letter by August 11, 2017 to:

Theresa Fisher, BS, A+  
Director of Administrative Services  
Branch-Hillsdale-St. Joseph Community Health Agency  
570 N. Marshall Rd.  
Coldwater, MI 49036  
Email: [fishert@bhsj.org](mailto:fishert@bhsj.org)