



"Your Local
Health Department"

Branch - Hillsdale - St. Joseph Community Health Agency

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Hillsdale, MI 49242
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www.bhsj.org

IT Network Administrator Vacancy Announcement

The IT Network Administrator serves under the direction of the Administrative Services Director and is a key member of the Community Health Agency's team. As the primary IT professional, the IT Network Administrator 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 Administrator also serves as the Agency's HIPAA Security Officer.

Employment Qualifications:

Education: Associate's degree in Computer Science, or equivalent experience.

Experience & Required Skills:

- One 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
- 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 October 25, 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