



Today's Date: November 10, 2020

Job Listing: Computer/Network Administrator: Ottumwa, Iowa

Summary: This person will be responsible for installation and maintenance of the computer hardware and software on the System Network.

DUTIES AND RESPONSIBILITIES:

1. Diagnose and resolve technical problems, relating to computer equipment, printers, networks, etc., including software and hardware problems.
2. Establish minimum documentation standards and update these as changes occur.
3. Maintain an up-to-date inventory of all computer equipment, supplies and software.
4. Install computer hardware and software at all River Hills Community Health Center locations.
5. Perform routine computer maintenance on all computer equipment.
6. Assist departments with IT/IS hardware and software needs and budgeting for those needs.
7. Manage servers and systems log-In in an Active Directory environment.
8. Troubleshoot problems and system failures with networks, web services, and overall aspects of network.
9. Organizational point of contact for phone and building security systems.
10. Furnish computer hardware and software support to staff.
11. Communicate to and educate staff members in some of the uses of computer hardware and software.

12. Facilitate network moves, additions and changes as required.
13. Install network equipment.
14. Research products for introduction within River Hills Community Health Center and make proposals and timelines for implementation.
15. Act as a contact for software order requests as well as software vendors for problems with software used at River Hills Community Health Center.
16. Monitor and maintain hardware and software service contracts.
17. Maintain accurate records of purchase agreements, licenses and key contacts for services.
18. Organizational point of contact for cabling services and establishing new connections.
19. Perform system backups.
20. Coordinate security product purchase proposals, implementation plans and project schedules.
21. Represents River Hills Community Health Center on HIPAA security policies and procedures.
22. Oversee training and implementation of all HIPAA security policies and procedures.
23. Assess River Hills Community Health Center's current security compliance status vs. necessary status (gap analysis).
24. Review all security plans to ensure the River Hills Community Health Center security practices are in place.
25. Stay current of federal and state security and privacy laws. Routinely completes gap analyses of current laws with organization compliance.
26. Identify key security program elements.
27. Prepare initial setup for e-mail and server accounts for new employees. Monitors system accounts to ensure employees have correct access to software.
28. Documents Audit Trail logs, backup logs, and Device Checklists.

29. Participates in River Hills Community Health Center meetings as required.
30. Demonstrate and understanding of the importance of River Hills Community Health Center's Mission Statement in performing all aspects of this position.
31. Demonstrate a caring and helpful attitude when interacting with patients, vendors, and fellow employees. Strives to build cooperative partnerships, by treating each person both inside and outside of the organization as a customer.
32. Ability to establish and maintain effective working relationships with other clinic personnel.
33. Handle confidential information with tact and discretion on a need-to-know basis as specified in River Hills Community Health Center's Personnel Policies.
34. Maintain regular and consistent attendance at work.
35. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.
36. Other duties as assigned.

Qualifications:

Education:

1. Minimum Two Year Degree in Computer Networking or related field.

Knowledge, Skills and Abilities:

1. Broad knowledge of computer operations, including technical experience.
2. Progressive experience in computing and physical security, including experience with Internet technology and security issues.
3. Experience with disaster recovery planning, testing, auditing, risk analysis, business resumption planning and contingency planning as well as contract and vendor negotiation experience.

This job description is intended to describe the general nature and level of work performed by the individual assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of

personnel so classified. Management retains the right to add or to change the duties of the position at any time.

Hours: Nine hour days Monday – Thursday and 4 hours on Friday.

Supervisor: COO/CFO.

Deadline: Position will remain open until a pool of qualified applicants is received.

Submit cover letter, resume' and three references to Steve Haigh, HR Director at recruiting@riverhillshealth.org