

Network Administrator (Posted 8/21/25)

Reports to: VP of Information Technology

As a network administrator at Omega Federal Credit Union, you'll be responsible for maintaining the many networks and systems that keep our organization running. From maintaining ironclad security to leading updates and training users, you'll be more than just IT support—you'll be the common thread that connects the dots between all organizational operations. Deep technological expertise and an understanding of a wide range of computer systems, hardware, and software are essential to your ability to excel in this role—and help drive our organization forward.

We are looking for talented individuals who are passionate about member service and teamwork, have a deep sense of respect and integrity for their co-workers and our members and are also driven to pursue excellence in all that they do. We are constantly aiming for higher goals that depend upon growth-minded individuals who share our core values and vision.

Qualifications and Skills

- Associate degree in computer science, data processing, or related field
- Two to Four years of networking experience, or a combination of education and experience
- Operational knowledge of network and routing protocols
- Operational knowledge of Windows Server and Active Directory
- Operational knowledge of switch configuration and programming
- Ability to install software and hardware on networking equipment and microcomputers
- Familiarity with a variety of networking and personal computer software
- Ability to troubleshoot and perform routine maintenance on servers, computers, and peripheral equipment
- Strong communication and education skills for training and assisting users

Essential Functions and Responsibilities

- Maintain network servers and associated hardware, software, services, and settings
- Administer and maintain end user accounts, permissions, and access rights
- Consistently monitor and troubleshoot network stability and performance
- Recommend, test, and implement system and security upgrades
- Oversee installation, configuration, maintenance, and troubleshooting of network connected end-user hardware, software, and peripheral devices
- Document all internal controls and processes surrounding all IT products and services to ensure internal and external security following the best practices in the financial services industry
- Identify the strategic objectives and determine the specific information requirements for the IT management services within all areas of the credit union
- Administer hosted voice solution and all VOIP phones
- Maintain comprehensive, up-to date knowledge of all applicable State and Federal regulations that are covered in the IT area of responsibility
- Plan and coordinate any project that involves IT while writing the applicable policies and controls for each process
- Work with the management team to assist in long and short term technology plans that promote growth while enhancing the service to members
- Work with all IT vendors and related parties
- Performs other related duties as assigned

Other Requirements

- Ability to travel to multiple locations (sometimes daily)
- Some night, early morning, weekend, and holiday work may be required
- Ability to multi-task under pressure
- Daily attendance (Mon-Fri) is required
- Occasional out of state travel is required
- Maintain a professional appearance and demeanor (You represent OMEGA)
- Continuing Education is highly valued and encouraged
- Ability to work remotely

- A desire to work at OMEGA

Interested applicants should sent resume to careers@omegafcu.com