

CEDAR PARK FIRST UNITED METHODIST CHURCH

JOB DESCRIPTION: LAN Administrator

PURPOSE:

The purpose of this position is to give support to the ministries of Cedar Park First United Methodist Church by performing needed computer, telephone, audio-visual and local area network equipment planning, upgrade, maintenance, repair and replacement duties.

SCOPE:

The scope of church technology and equipment covered by this position includes but is not limited to,

- *computer hardware and software* (such as computer system units, monitors, webcams, adapters and related peripherals),
- *audio/visual equipment* (such as projectors, televisions, CD, DVD and Blu-Ray players, remote controllers, adapters and related equipment)
- *professional sound equipment* (mixers, amplifiers, wired and wireless microphones, speakers, equipment racks and power distribution units),
- *printers and scanners,*
- *networking equipment* (such as routers, switches, wireless access points, patch panels, network attached storage devices and uninterruptible power supplies),
- *Wi-Fi-enabled control device* (such as thermostats, doorbells, irrigation controllers, security systems, motion or lighting controls),
- *livestreaming hardware and software* (including video cameras, transformers, splitters, adapters, signal converters and related devices),
- *telephone and communications equipment* (including handsets, surge protection and base stations/private branch exchange equipment)

and future technological evolutions not currently existing or envisioned.

RESPONSIBILITIES:

1. Maintain a Technology Plan for the upgrade and timely replacement of equipment in the Scope section mentioned above. (Funding for the Technology Plan is from the Technology Fund administered by the church Board of Trustees).
2. Keep all church computers up-to-date with hardware driver updates, operating system updates, major software updates, anti-virus and anti-malware definitions.
3. Keep all church network routers up-to-date with prompt firmware updates.
4. Swap the rechargeable battery in the MMB Ring video doorbell every 45 days.
5. Replace batteries in church UPSs as needed.
6. Repair computer hardware if and when parts fail.
7. Replace network switches, routers and UPSs if and when they fail.
8. Repair or replace audio-visual equipment if and when it breaks.
9. Perform any required updates to the church Information Security Policy document.

10. Conduct a needs/features and cost analysis in support of the periodic renewal of the church office multifunction copier/scanner/printer lease.
11. Maintain and update operating programs for Wi-Fi enabled devices such as thermostats and irrigation systems.
12. Sell off surplus church technology equipment when it is no longer needed.
13. Properly dispose of any broken or unrepairable equipment.
14. Publish quarterly or more frequent reports of activities and progress toward goals and distribute the reports to the Church Council and Board of Trustees.

SKILLS NEEDED:

Independent self-starter; basic computer, software and networking skills; organized worker; ability to work with a variety of people (church volunteers); engineering or information technology background preferred.

ACCOUNTABILITY

The Board of Trustees will be the primary supervisor and will meet at least annually with the LAN Administrator to review the Technology Plan give direction and support.

HOURS AND BENEFITS:

1. Hours: As much time as needed to complete tasks.
2. This is a volunteer position. There is no salary.
3. Training and education, as needed, on all aspects of the job as well as doctrine and policies of the United Methodist Church.