**Reports To:** Chief Information Officer

**Summary:** Administer and perform maintenance on all file, print, database and other application servers. Proactively address security and virus issues, including HIPAA security. Assist in the development and implementation of disaster recovery procedures.

**Essential Duties and Responsibilities:**

* Administer the implementation, operation, backup, recovery, monitoring and maintenance of all file, print, database and other application servers.
* Maintain server O/S and server applications at current release / patch levels.
* Develop and maintain master hard drive images for deployment of new PCs via cloning.
* Proactively address all known and potential security and virus issues.
* Establish and maintain network users, user environment, directories, and security.
* Assist with the development and implementation of disaster recovery procedures.
* Assist with training of end users on hardware and software.
* Monitor access to protected resources including servers.
* Administer HIPAA Security functions.
* Manage and maintain employee orientation and exit processes.
* Provide support for Practice Management software.
* Assist with any other duties as requested by supervisor.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position routinely deals with sensitive and confidential information and documents requiring the utmost privacy and confidentiality.

**Education and Experience:** An Associate’s Degree in Computer Science or related field is required, plus two years of work-related experience, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

**Work Record:** A demonstrated record of professional competence and dependability with evidence of the ability to work in a team environment is essential. A proven history of collaboration and excellent interpersonal skills with peers is required.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to personnel and staff.

**Mathematical Skills:** Ability to calculate figures and amounts such as sliding fees, discounts, interest proportions and percentages. Mathematical accuracy and attention to detail are essential skills for this position.

**Reasoning Ability**: Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Team Work:** Ability to work and interact effectively and positively with other staff members to build and enhance teamwork in the clinic and in the overall [CHC] organization. This position requires individual flexibility, initiative and the ability to handle several complex tasks at one time.

**Sensitivity to the Needs of Special Populations:** Ability to understand and respond appropriately, effectively and sensitively to special population groups served by [CHC]. Special population groups include those defined by, but not limited to, race, ethnicity, language, age, sex, sexual orientation, economic standing, disabilities, etc.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to drive, sit, handle papers, type and operate computer equipment; reach with hands and arms; talk, see and hear. Some travel by auto and airplane may be required, sometimes overnight.

**Work Environment:** Work is performed in a typical business office environment and periodically at locations outside the office. Some trips by automobile to other sites in [county] may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.