

JOB OPENING NOTICE

DATE: November 27, 2018

POSITION: **ACTIVE DIRECTORY ADMINISTRATOR**
Information Technology

REPORTS TO: Benjamin Weymouth, Information Technology Manager

HOURS: Full Time, Monday through Friday 8 am - 5 pm

POSITION

SUMMARY: This position is responsible for ensuring the stability and integrity of the bank's Exchange, Email and Active Directory environment: for planning, developing, installing, configuring, maintaining, supporting, and optimizing all Exchange, Active Directory and Group Policy components; for providing end-user support as needed; and for supporting Bank products and services.

KEY RESPONSIBILITIES:

- Responsible for the day to day operations of the bank's Microsoft Exchange system, including system configuration, security patching, backup and restore administration, and system troubleshooting.
- Monitors and reports on the reliability and security of the Exchange system.
- Responsible for the day to day management of the bank's domain controllers.
- Maintains security and integrity of the schema.
- Monitors connectivity, synchronization, replication, netlogon, time services, FSMO roles, schema, NTDS database partitions, DNS settings, SRV records, and trust relationships.
- Manages group policy at root of domain and for Domain Controllers.
- Reviews DC event and security logs and takes corrective actions
- Works with IT Management and system administrators to plan migrations, patches, and upgrades.
- Develops and documents procedures, processes, plans, and guidelines for industry standard Exchange and Active Directory system configuration, deployment, and support.
- Complies with all Bank policies and procedures and all applicable state and federal banking regulations.
- Interacts with vendors, outsourcers, and contractors.
- Assists the Information technology manager and technology officer with various technology tasks or special projects as assigned.

Support Bank products/services:

- Maintain knowledge of current KSB products and services.
- Actively utilize as many Bank products and services as possible in order to fully understand their features and benefits and to be able to communicate effectively with customers and prospective customers.
- Talk to customers and listen for “cues and clues” to determine needs.
- Respond to customer inquiries and evaluate their needs.
- Suggest Bank products/services to customers to meet their needs.
- Make referrals to other Bank personnel as appropriate.

Community/public relations: Actively participate in community organizations and events. Represent the Bank in the community.

Other outside activities: Actively participate in industry trade group meetings and educational programs to remain abreast of current issues and requirements affecting Bank operations and job performance.

Other duties:

- Demonstrate reliable attendance and punctuality.
- Work at other Bank branches as needed for customer service, operational, or training purposes.
- Attend and participate in Bank meetings.
- Attend internal and external training to improve skills and knowledge relevant to the network administrator position.
- Understand and fully comply with Kennebec Savings Bank’s *Core Values*.
- Perform other duties as required.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree, with a concentration in Computer Science or Information Technology and/or equivalent work experience preferred.
- Microsoft certifications such as: MCSA, MCTS, MCSE
- Expert level knowledge in the design, build and administration of MS Exchange 2010 - 2016 Enterprise.
- Expert level knowledge routing of Enterprise Message routing, SMTP, and Mail filtering.
- Expert level knowledge in Group Policy

- Strong hands-on administration experience in Windows 2012/2016 server-Forest, Domain trust, AD, DFS, DNS, WINS, DHCP, Group Policy, Distribution lists, Windows folder security, and IP filtering.
- Expert level knowledge at Active Directory LDAP service, shell scripting, Certificate services (PKI), AD Site Topology all under a multi-site multi-domain Windows 2012/2016 environment.
- Strong troubleshooting skills in a Windows 2012/2016 environment - Event log analysis and administration of Windows Server 2012/2016, including user setup and defining roles, performance tuning, backup and restore, registry and AD scripting.
- Working technical knowledge of current network hardware, protocols, and Internet standards.

OTHER REQUIREMENTS:

- Must possess a valid driver's license, the use of a serviceable automobile that is properly registered and proper liability automobile insurance as required by state law.
- Must be available for on-call/pager support and after-hours support, project and maintenance work.
- Excellent written and verbal communication skills.
- Must have ability to present ideas in user-friendly language.
- Must be able to lift computer supplies of approximately 40 pounds.
- Must be able to spend extended periods of time operating a computer keyboard and working at a computer monitor.
- Must be able to work well in a dedicated team environment.
- Must be able to manage and track critical deliverables to successful completion.
- Must have a high degree of ethics and maintain confidentiality of customers and accounts.
- Must be friendly, courteous and sensitive to the needs of customers and coworkers.
- Must be self-motivated to expand and develop personal and professional skills.

DEADLINE: Friday, December 7th, 2018

Qualified candidates must complete an employment application, which is available on the Kennebec Savings Bank website (www.kennebecsavings.bank), **print, complete it and send it with a cover letter and resume by U.S. mail or scan and email to:**

Linsey Gervais
 Human Resources Coordinator
 P. O. Box 50
 Augusta, ME 04332-0050
 Email: lgervais@kennebecsavings.bank
 We are an Equal Opportunity Employer M/F/D/V.