

 Oroville Hospital	Job Description for I.S. Network Technician	Department: Hospital Information Systems
		Dept.#: 8480 Last Updated: 03/24/10; 1/12/09

Reports To

Chief Information Officer

Job Summary

The I.S. Network Technician is responsible for analyzing LAN/WAN functionality, peripherals, security and anti-virus protection. The I.S. Network Technician identifies/ locates and resolves problems as well as evaluates trends and anticipates problems.

Duties

1. Maintains the network anti-virus application, including addition/deletion of users, upgrades and enhancement of software and works with the Exchange administrator to ensure users have the appropriate functionality in place
2. Monitors efficiency of current anti-virus, anti-spam applications providing management with recommendations as to necessary enhancements
3. Utilizing anti-virus application creates and maintains custom filters to protect the Hospital network infrastructures integrity
4. Executes steps necessary to protect network from outside virus, spam, spyware when reported by I.S. Staff or automated alerting system
5. Configures, installs and maintains application and network server hardware and software
6. Configures, installs and maintains user computer system and provides assistance to I.S. Staff
7. Assists in administering Network security and access functions, including network profiles and addressing user questions and concerns related to their security and access to network resources
8. Assists in maintenance of current records relating to network hardware, software and associated licenses, and preparation of applicable reports
9. Performs other duties as assigned

Qualifications

1. High school graduate or equivalent
2. Ability to operate keyboard.
3. Demonstrate good communication and documentation skills.
4. Two (2) or more years of experience in computer network operations with demonstration of increase of skills and responsibility.

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Lifting Requirements

Medium - generally lifting not more than 50 lbs. maximum and frequently lifting and/or carrying of objects weighing up to 25 lbs.