

Spencer Soccer Club, Inc.

Job Title: Director of Network Administration	Job Grade: Volunteer
Area: Administration	Reports to: Vice President of Administration
Revision Date: 6/11/11	Term: 1 year / Elected by BOD or Annual Membership

Position Overview

The Director of Network Administration shall be responsible monitoring, implementation, coordination and communication for all hardware, information security, and website functionality. The Director of Network Administration is not required, but may attend, monthly Board of Director (BOD) meetings. If in attendance, the Director of Network Administration has an equal vote in favor or against motions brought before the BOD.

Essential Job Functions

- Be in accordance with the Spencer Soccer Club Constitution and By Laws
- Point of contact for the BOD for technical issues including connectivity and web functionality and design
- Point of contact for hardware and web vendors
- Communicate connectivity, hardware, storage and web site strategic solution motions to the Vice President of Administration.

Non-essential Job Functions

- Complete other special assignments, which, from time to time, may be given by the Vice President of Administration

Requirements

- Attend the Annual General Meeting
- Communicate a monthly summary of actions and upcoming items to the Vice President of Administration
- Maintaining the hardware infrastructure and software required for Administrative needs of the Spencer Soccer Club including, but not limited to, regular backups, off-site storage and software updates
- Maintaining and troubleshooting connectivity issues to the primary server and website used by the board members and members of Spencer Soccer Club
- Establishing security levels for all users accessing the hardware, software and website of the Spencer Soccer Club

Other Skills/Abilities

- Advanced understanding of Microsoft Operating Systems
- Advanced understanding of web design and functionality
- Advanced understanding of networking and data storage
- Access to a computer and internet

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.