

Papa Ola Lōkahi

POSITION DESCRIPTION: IT Administrator

POSITION RESPONSIBILITIES: This position is responsible for maintaining all aspects of the organizations information technology equipment.

Position is full-time exempt on O'ahu; occasional work on weekends for training or education events. Occasional off-island travel. Familiarity with all office equipment is expected.

Essential Duties:

- a. Manage equipment, software licenses and supply inventory.
- b. Install and update network and stand-alone applications as required.
- c. Perform preventive maintenance and optimization on servers and workstations.
- d. Troubleshoot and resolve all problems encountered with hardware, connections, printer and software. Replace or repair defective parts and equipment.
- e. Maintain daily server backups and off-site backup storage.
- f. Monitor and remove virus, spyware and other non-authorized software.
- g. Maintain the technical aspects of in-house websites, as well as content.
- h. Follow agency policies and procedures in compliance with government, funder and corporate requirements and policies, including the Health Insurance Portability and Accountability Act (HIPAA) policies.
- i. Maintain and expand knowledge base in areas of expertise.
- j. Provide IT related training and support to POL staff.
- k. Performs other related duties and responsibilities as assigned.

EXPERIENCE & QUALIFICATIONS

- a. Associate's degree in Computer Technology or related field. Certifications such as A+, Network+, Server+ and MCSA preferred.
- b. Must be proficient with all mainstream Microsoft and Adobe products.
- c. Minimum of two (2) to four (4) years prior experience in providing workstation support.
- d. The ability to prioritize, attention to detail and maintaining confidentiality.
- e. Demonstrate communication, interpersonal, organizational, analytical, and problem-solving skills required.
- f. Experience with databases such as FileMaker Pro 15+ and Abila. Strong understanding of Apple iOS Systems; PHP, SQL, HTML, CSS, APACHE based web servers; Joomla, Wix, and other platforms; and Lime Survey. Knowledge of customized database environments (e.g., structure, input, maintenance and programming) is strongly desired.

TO APPLY

In one PDF file, e-mail by 11/21/2016 4:00 PM HST to HRsearch@papaolalokahi.org or mail to POL Human Resources, 894 Queen Street, Honolulu HI 96813:

- [POL employment application](#)
- resume
- any other supporting materials

No walk-ins or phone calls, please.

Equal Opportunity Employer