



Network Systems Administrator

About Us:

Founded in 1828, Centreville Bank is dedicated to delivering “Banking the way you want” to our customers. We are one of the region’s most stable and well-capitalized banks, with a growing presence that reaches into every corner of Rhode Island and nearby Massachusetts and Connecticut.

Summary:

This position is responsible for planning, designing, implementing and maintaining all technology throughout the bank. The role will also support the Bank’s information technology function, specific to its infrastructure, physical and virtual servers, LAN/WAN networking configuration, storage networks, wireless and wired networks, telephony and unified communication platforms.

Key Responsibilities

- Install, upgrade, own, operate and maintain all of the Bank’s information technology infrastructure equipment including servers, storage, power, backups and network devices etc.
- Provides network administration of network, web, and / or communication systems, including Local Area Network (LAN)
- Supports firewall requests and ensure the requests are aligned with security and business need; Performs firewall reviews periodically.
- Provides back up assistance to the help desk
- Acts as first and second level interface with vendor supported systems, initiating vendor requests, and following through on issues to ensure resolution
- Manages and maintains the patch management program, including running and interpreting scan reports, testing and evaluating patches, and performing or delegating remediation with the goal of having as few missing patches as possible.
- Manages and maintains the vulnerability management program. This includes configuring scans, running and interpreting reports, evaluating vulnerability risks, recommending appropriate exceptions, and performing or delegating remediation in an effort to understand and manage the vulnerability risk posture of the Bank.
- Manages and maintains the Bank Security Information and Event Management tool by establishing rules, evaluating alerts and notifications, and maintaining the health and availability of the product so that it can provide accurate and timely information regarding important security events.
- Ability to create and analytically interpret an extensive variety of technical diagrams.
- Identifies, analyzes, and documents long-range requirements and schedules resources related to the enterprise network.
- Creates and maintains policies and procedures within the department. Develops new procedures or policy items based on need, and periodically evaluates existing documents for accuracy, relevance, and additional considerations.
- Instructs and assists other employees with computer related issues.
- Participates in any requests for information by the Bank’s internal and independent auditors.
- Supports equipment when needed for presentations, training and meetings.
- Maintains a high degree of system availability to ensure a superior customer experience.
- Maintains system security that ensures the safety of our customer’s data and regulatory compliance.
- Participates in several Bank committees including Information Technology and Business Continuity Planning.
- Participates in the business continuity process of the Bank. In conjunction with other IT team members, the position helps design, implement, and test a variety of BCP and DR related

contingencies with the expectation that our ability to service our customers remains as available as possible through a variety of potential incidents.

- Maintains current knowledge and consistent compliance with regulations, bank policies and procedures related to the position, including but not limited to Bank Secrecy Act (BSA) and Office of Foreign Assets Control (OFAC) requirements.

Required Experience/Qualifications:

- 5+ years prior work experience in systems support, preferably in financial services or related field.
- Strong, effective customer service skills
- Familiarity of Cisco products as well as switching and routing protocols.
- Virtual environment experience and working knowledge of VMware.
- Superior knowledge of Microsoft products
- Superior knowledge of Storage technology and replication
- Experience with VOIP systems
- Excellent oral and written communications skills.
- Strong time management skills.
- Team oriented and collaborative
- Technical training in the computer networking and systems fields is strongly preferred.
- Experience with Nutanix Hyperconverged solutions preferred
- Experience with Zerto replication software preferred
- Microsoft Certified Systems Professional / Engineer (MCSP/MCSE) certifications is a plus.
- Cisco Certified Networking Associate Certification is a plus

Salary Range: Commensurate with experience.

Centreville Bank offers a competitive salary and benefits package that includes medical and dental coverage, life insurance, disability insurance, 401(k) plan, paid time off and holidays.

To be considered for this position please forward resume and salary requirements to careers@centrevillebank.com or mail to Centreville Bank, Human Resources, 1218 Main Street, West Warwick, RI 02893.

Please note that while we do review every application that we receive, we may not be able to contact each candidate. If your background aligns with what we're looking for, you can expect to hear from us within 2 weeks of your application date.

Centreville Bank is an Equal Opportunity Employer. All positions are subject to periodic evaluation.