



At F&A Federal Credit Union, we are creating exceptional financial opportunities for our members and their families today, and for generations to come. We proudly serve employees of the LA County Fire Department, Agricultural Commission / Weights & Measures, and local municipal employees and their families. Our mission is to help our members reach their financial goals at every life stage by providing access to the highest value products, superior service, and trusted advice. To really stand out in a constantly changing world, each of us at F&A is values-driven at every level and sharing in the responsibility for creating a great workplace. As part of the F&A team, you will enjoy these outstanding benefits:

- Medical, Dental, Vision, and Life Insurance – 100% of employee premiums are paid by F&A
- Subsidized medical premiums for dependents
- Employee Loan Discount Program – even better rates on your home and car loan
- 401k with employer match up to 3.5%
- Profit sharing – 6% of annual salary is contributed each full calendar year worked
- Paid time off accrual starting at 4 weeks per year
- Up to 13 paid holidays
- Flexible spending accounts for health and dependent care
- Voluntary plans – additional life insurance available for employee and family
- Educational assistance program
- Employee assistance program

Essential Job Responsibilities:

The IT Network Administrator will play a key role in our online and mobile banking conversion this year, as well as our core conversion. General responsibilities include management and support of IT systems such as systems resources, security measures, and voice systems. This is a great career opportunity in a growing department.

- Will plan and upgrade IT systems in collaboration with management.
- Plan and implement IT security measures in collaboration with management.
- Produce weekly IT system reports.
- Analyze system resources and make recommendations for upgrades and purchases.
- Interface with department managers on IT related issues.
- Provide input for new or changes to IT policies and procedures.
- Perform server and client-side patches and updates.
- Develop and maintain system operation documents.
- Develop and maintain system logs and checklists.
- Respond to requests and information from regulatory agency staff and auditors as needed.
- Manage voice systems.
- Troubleshoot and resolve minor device and peripheral (terminals, printers, tape units, personal computers) problems.
- Provide timely, thorough, and accurate responses to incidents and requests submitted through the helpdesk.



Qualifications

- BA or BS degree in Computer Science, Information Technology, Information Security, or another related field
- Strong knowledge of systems, IT security, and voice systems
- Three or more years' experience in an IT environment
- Three years' experience in Unix/AIX/Linux environment
- Three years' experience in MS Windows server environment
- Ability to learn and grow skillset to support the modernization of the credit union's technology infrastructure
- Computer and software proficiency (MS Word, Excel, PowerPoint); ability to work on a computer 6-8 hours per day
- Able to evaluate, plan, and prioritize work effectively
- Must be adaptable to different and changing situations and be able to quickly resolve problems
- Ability to work independently and with minimal supervision
- Courteous, friendly, professional, and service oriented
- Analytical, detail-orientated, and organized

F & A Federal Credit Union is an equal employment opportunity employer. We will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring (Ban the Box) ordinance.

Submitting your resume serves as only an inquiry for employment. If your skills and experience are a good match for the role, you will be asked to complete an official application for employment prior to meeting with us for an interview.

For consideration, please submit a resume and cover letter to jobs@fafcu.org and include "IT Network Administrator" in the subject line of your email. Hourly range: \$35.00 - \$44.00.