

IT SYSTEMS ADMINISTRATOR

F&M Bank is entering the next stage of growth and is seeking a talented and passionate team member to join the IT team in the capacity of Systems Administrator. Under direction of the Bank's CIO, this newly expanded role will have responsibility for executing upon an aggressive technology roadmap that is focused on transforming the bank's IT infrastructure. The ideal candidate will bring an effective balance of leadership, communication, and technical skills. Prior experience with banking is a plus. Occasional travel to branch offices throughout middle Tennessee will be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Lead the execution of technology projects in partnership with various project teams
- Serve as an escalation resource to the IT Help Desk for resolving complex support issues
- Administer the bank's IT infrastructure (on premise and managed services), including:
 - Data Centers (VM Environment, Windows Servers)
 - Wide Area Network & Local Area Network
 - Security (Firewalls, Intrusion Prevention, AV, etc.)
 - Service Automation (i.e. Patch Management, MDM, etc.)
 - Telephony
- Partner with third party managed service providers and vendors to achieve goals
- Ensure specialized installations and procedures are well documented
- Embrace the adoption and evolution of a formalized project management methodology with an emphasis on agile frameworks
- Stay abreast of relevant IT trends and innovations
- Champion adherence to organization policies, regulations, and procedures
- Assist with special projects and other duties, as assigned

JOB REQUIREMENTS AND QUALIFICATIONS:

- 5+ years of related IT experience required
- Bachelor or Associate Degree preferred
- Experience with banking technologies, especially FISERV Premier, desirable
- Extensive knowledge of Microsoft Windows Operating System
- Security Software
- Telephone Switch (PBX) Software
- Demonstrated skills with Microsoft Office Suite preferred
- Evening hour and weekend work will be required as needed
- Strong verbal, written, and interpersonal skills are required
- Strong organization skills and ability to multi-task and prioritize
- Discretion in handling confidential information and sensitive data
- Good math, analytical, and computer skills
- Attention to detail and accuracy while meeting deadlines is essential
- Must be able to solve all technical problems and/or be able to provide solutions to those problems

**F&M Bank offers competitive compensation, benefits which include medical, dental, vision, flexible spending accounts, health savings accounts, long term disability, life insurance, 401(k) and vacation. Qualified candidates should submit resumes to applicants@myfmbank.com.
EEO/AA/F/F/Vets/Disability**