

LOWER UMPQUA HOSPITAL JOB POSTING

Position	Computer Network / Technician
Department	Information Technology
Status	On-call
Post Date	December 29, 2015
Date Available	January 5, 2016
Close Date	

Minimum Requirements: The Computer Network/Technical Specialist will be primarily responsible for assisting with the installation and support of computers, computer operating systems, network operating systems, and application software, at the hospital and medical clinics.

ESSENTIAL DUTIES:

- Help maintain hardware for internal network.
- Maintain performance of existing hospital applications
- Maintain wireless access points
- Repair and upgrade existing equipment as necessary.
- Install and maintain necessary computer and application software.
- Help desk support for hardware and software
- Install and maintain uninterruptible power supply for equipment.
- Help keep within compliance of existing policies for:
 - ✓ data backup
 - ✓ emergency procedures
 - ✓ employee termination procedures in regard to network and data security
 - ✓ data disposal procedures
 - ✓ equipment security procedures
 - ✓ Data security procedures
 - ✓ anti-virus procedures
 - ✓ firewall and system security procedures
 - ✓ preventative maintenance program
 - ✓ installation and use of applications including non-approved software
 - ✓ new employee training
 - ✓ ongoing employee training
 - ✓ government standards (HIPAA)
- Familiarize employees or consultants with standardized maintenance of all hardware, software and procedures.

ONGOING DUTIES:

- Reconfigure network as necessary for changing needs and personnel.
- Maintain operator and data security.
- Maintain antivirus, Internet Filtering appliance, and firewall software
- Monitor performance, reserve capacity and proper operation of servers and all workstations.
- Maintain all equipment in good operating condition.
- Maintain inventory.
- Train all new employees in use of systems and application software where appropriate.
- Responsible for periodic retraining of current employees.
- Ensure that written policies are being followed.
- Remain current with evolving technologies and ensure technical updates to network, hardware,

software, policies and procedures and needs change.

- Maintain electronic telephone system.
- Perform other assigned tasks to help maintain the overall functionality of the hospital.

ESSENTIAL SKILLS:

- Knowledgeable in network software installation, operation and maintenance.
- Strong knowledge of TCP/IP and network topology.
- Ability to maintain the network, including operating systems and software installation, operator configuration and security, including data backup.
- Certification in appropriate network software and operating systems highly desirable.
- Possess good knowledge of PC and networking hardware maintenance.
- Knowledge of maintenance of electronic telephone systems.

PHYSICAL REQUIREMENTS: Majority of work is performed in clean, well-lighted offices. Cable installation will involve working under buildings and/or in attics. Involves lifting, climbing, bending, stooping and standing for long periods. Physical requirements as follows:

- In an eight-hour day employee may:
 - ✓ stand/walk 6-8 hours
 - ✓ drive 0-1 hours
 - ✓ sit 1-2 hours
- Employee may use hands for repetitive:
 - ✓ single grasping
 - ✓ pushing and pulling
 - ✓ fine manipulation
- Employee may need to:
 - ✓ bend and stoop frequently
 - ✓ squat frequently
 - ✓ climb stairs frequently
 - ✓ lift frequently
 - ✓ work overhead occasionally
 - ✓ climb and work in small, enclosed areas for periods of time
- Lifting: Medium work – lifting up to 50 pounds frequently with frequent standing/walking/sitting.

MARGINAL JOB DUTIES:

- Clerical duties such as mechanical copying and filing
- Cleaning equipment

Contact	Tim Picou	Phone Number	(541) 271-2171
Email	hr@luhonline.com		