



Network Technician

First Columbia Bank & Trust Co., a strong, independent community bank with \$727.2 million in assets and over 190 employees headquartered in Bloomsburg PA, seeks full-time Network Technician in the Information Technology Department at our Bloomsburg (Lightstreet), PA office. As part of the IT Department, this position reports to the VP, Information Technology. The ideal candidate must have a high school diploma or equivalent, with specialized IT education/training and vendor and/or industry certifications preferred. In addition, a minimum of two (2) or more years experience of hands-on PC and Server support is required.

Primary responsibilities include, but are not limited to:

1. Perform a variety of duties to support the IT Department, including:
 - a. Configure, install and maintain PCs and Servers.
 - b. Perform break/fix maintenance of PCs and Servers.
 - c. Perform patch management for all PCs and Servers.
 - d. Configure and install network and local printers.
 - e. Maintain and update software applications.
 - f. Perform telephone support for end users and document all calls.
 - g. Maintain Intranet site.
 - h. Monitor and Maintain Bank Antivirus systems.
 - i. Document all changes, upgrades, or enhancements made to any systems.
2. Cooperates with, participates in, and supports the adherence to all internal policies, procedures and practices in support of risk management and overall safety and soundness, and the Bank's compliance with all regulatory requirements, e.g. Bank Secrecy Act (BSA) Community Reinvestment Act (CRA) and Equal Credit Opportunity Act, etc.

Requirements: The selected candidate must have the ability to use a personal computer and maintain up-to-date knowledge of Windows and Web-based software applications including Microsoft Word, Excel, and Outlook. Reading, math, and analytical skills are also required, as well as excellent interpersonal and communication skills (both verbal and written) with the ability to explain technical issues in non-technical terms. Candidates must have the ability to multitask and prioritize in a fast paced environment, as well as handle stressful situations in a professional manner while seeking to understand client needs and concerns. Candidates must be able to lift/carry in excess of fifty (50) lbs. and have a valid driver's license with your own reliable transportation.

Work hours are Monday-Friday, 37.5 hours per week. Must be flexible to work additional hours as needed, including weekends. This position requires daily travel between 14 branch locations. We provide competitive compensation and excellent benefit package including 401(k), paid holidays and vacation. To be considered for this position, please send resume and a cover letter to:

First Columbia Bank & Trust Co.
Attn: Human Resources Dept.
P.O. Box 240
Bloomsburg, PA 17815
Or via email to:
careers@firstcolumbiabank.com

Equal Opportunity Employer of women, minorities, protected Vets, and individuals/w disabilities.