

## **Position Description**

### **Network and System Administrator**

#### **Job Summary and Objectives**

The Network and System Administrator is a leader and team player in maintaining the Cooperative and subsidiary information systems including the network hardware and software, applications, and other data and voice communications by applying management analysis and technical data processing knowledge to serve Co-Mo's members and employees.

#### **Responsibilities and Essential Job Functions**

- A. Oversees the day to day operations of the information systems technology of the Cooperative, with focus on: network, servers, storage, system and cybersecurity.
- B. Maintains day-to-day security of firewall, network and servers including operating systems and applications, firmware and software updates, as well as security patches and features. Monitors threat landscape and assists in relevant regulatory compliance.
- C. Designs and implements corporate network LAN and WAN connections, including documentation of network connections.
- D. Maintains a current knowledge of improvements and upgrades of software and equipment utilized by the Cooperative and similar utilities. Keeps current on new technology developments and recommends changes as needed to ensure the Cooperative is taking advantage of the most efficient, cost-effective equipment.
- E. Receives and evaluates requests for additional data processing applications and makes recommendations on required hardware and software to assist in determining whether or not these requests will meet the user's needs and function in coordination with our existing hardware and software.
- F. Assists in training and provides technical assistance to users as requested or directed to help users become more proficient in the use of the cooperative computer network.
- G. Maintains all business data backups and disaster recovery technology including redundancy, virtualization, and backup procedures and rotations.
- H. Promotes and maintains a safe working environment, observes all safety rules, and supports the Mission Statement and Core Values in carrying out the responsibilities of the position.

- I. Maintains and troubleshoots the Corporate Active Directory Infrastructure, Cloud presence, related systems group policy configuration and network access permissions
- J. Supports and keeps abreast of the bylaws, guidelines, policies/procedures and philosophies of the Cooperative at all times in an effort to effectively serve and support members and employees.
- K. Performs other duties as assigned in order to fulfill the objectives of the Cooperative and this position.

These statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities and tasks that may be assigned.

## Relationships

Reports to: I.T. Infrastructure Manager

Directs: None

Internal: Confers with other departments as needed to address security and/or system needs. Supports the I.T. Help Desk as needed being a point of escalation for technical issues that they need assistance with.

External: Maintains great relations with vendors, contractors, members, customers, and the general public in carrying out the responsibilities of this position.

## Physical Requirements

This position requires sitting to complete work with a computer and telephone. Some walking and standing are also required, as well as occasional lifting, carrying, and/or pushing/pulling of various equipment such as storage arrays, servers, and network equipment less than 50 pounds. A team approach is expected for tasks with forces greater than 50 pounds. Visual acuity is essential.

## Qualifications

To perform the job successfully, an individual should have the following education, competencies, and experience:

- High school diploma or equivalent required.
- Bachelor of Science degree in Information Technology related field or equivalent experience desired; courses in System Administration, Microsoft, Cisco, SQL, servers and networking and firewalls preferred.
- Five or more years of experience in network and server/system administration.
- PC, server, and network knowledge with skills in current system software applications; advanced knowledge in networking, server administration, virtual and storage area network technologies.
- Proven ability to multi-task and plan/organize work to meet deadlines, all with a high degree of accuracy with attention to detail.

- Strong analytical and critical thinking skills with demonstrated problem solving abilities.
- Effective communication skills and the ability to work as a team player and provide technical leadership as appropriate.

Preferred technical skills/understanding include:

- Windows Server (Administrating AD, AzureAD, GPO, & security permissions)
- CylancePROTECT and Microsoft Defender Endpoint
- VMWare ESXi, vCenter, & SRM.
- Linux
- Apple devices (MAC, iPhone, iPad)
- TCP/IP, DNS, DHCP
- Fiber and copper cabling
- Firewalls
- Vulnerability management
- Cisco ethernet switches, routing, telephony, and security devices
- Cisco UCS
- SAN technology (Fiber Channel and iSCSI)
- Campus LAN Routing protocols
- VPN
- VLAN
- Broadcast and multicast traffic
- PC hardware, operating systems, and applications
- Some scripting ability (PHP, PERL, SQL, XML, SOAP, Powershell) desired

### **Working Conditions**

Normal office conditions, some irregular hours may be required. Occasional day time travel for training or various errands as needed to complete the responsibilities of the position.

The Network and System Administrator is an exempt position.

Co-Mo Connect Powered by Co-Mo Electric Cooperative is an Equal Opportunity Employer and employment is at-will.

**Reviewed by Supervisor**

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Reviewed by Employee**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_