

# Tri-County Electric Cooperative, Inc.

## Position Description

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**Job Title: Senior Network Administrator**  
**Department: Information Technology**  
**Reports To: Vice President of Information Technology**  
**Effective Date: August 2017**  
**Classification: Non-Exempt**

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### JOB SUMMARY:

Participates in the development and implementation of the strategic information technology plan for Tri-County Electric Cooperative. The Network Administrator is responsible for the reliability, security, maintenance, and implementation of all TCEC's Information technology systems. Including hardware and software for the organization's firewalls, network devices, telecommunications devices, servers and SANs. Ensures the availability and performance of mission critical networks and systems, and maintains strong relationships with key managed services providers to implement long-term maintenance and back-up plans for these systems.

### EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's Degree in Computer Science, Technology, or related fields. Three or more years of progressively responsible Information services experience. Certifications preferred: CISSP, BPIPA or CCNA, MCSE

### ESSENTIAL FUNCTIONS AND DUTIES:

1. Assists in the evaluation, planning, and implementation of IT infrastructure projects
2. Keeps informed of technology changes and advancements in the rapidly changing business environment
3. Ensures that all cooperative computing resources are operational and available
4. Supports all firewalls, network devices, servers, telecommunications, and mission critical systems, Including virtual server environment, SANs, databases, VPNs, SCADA, and corporate data by coordinating with existing IT staff and/or outside consultants as appropriate
5. Monitors security for the cooperative network and ensure best practices are followed
6. Monitors security for internal and external networks
7. Upgrades network and computer systems by conferring with vendors; developing,

testing, evaluating, and installing enhancements

8. Participates in the creation and maintenance of the disaster recovery plan and documentation, and participate in routine testing
9. Maintains an adequate level of knowledge of client operating systems and application software being used to provide high levels of support to users
10. Performs duties in accordance with all policies, rules, regulations and laws pertaining to TCEC
11. Maintains effective communications with other departments to assure coordinated efforts and understanding in carrying out objectives. Work to obtain mutual agreement on problems involving coordination
12. Performs other duties as may be requested or assigned to fulfill the needs of TCEC

#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Proven proficiency with analysis, troubleshooting, and resolution of hardware, software and networking problems.
2. Ability to seek out and maintain current, state-of-the-art knowledge in both technological and business areas
3. Advanced knowledge of switching and routing protocols used in local area network and wide area network communications systems, in particular spanning tree and OSPF
4. Advanced knowledge of server hardware and software, including the design, implementation and maintenance of a virtual server environment.
5. Advanced knowledge of network equipment design, implementation and maintenance in local area networks and wide area networks
6. Strong knowledge of disaster recovery systems including remote site fall over, backup, and restoration techniques for all critical systems
7. Ability to effectively manage multiple tasks and complete projects on time.
8. Customer service orientation
9. Strong interpersonal and organizational skills
10. Works independently with minimal supervision
11. Ability to communicate effectively, both in writing and verbally with others inside and outside of the company; including Member cooperatives and outside consultants
12. Ability to maintain effective working relationships, internally and externally

OCCASIONAL RESPONSIBILITIES AND DUTIES:

1. Excellent written and verbal communication skills
2. 24/7 general availability and ability to travel
3. Excellent customer service skills
4. Excellent verbal and written communication skills
5. Development skills
6. Database Management skills

SUPERVISION RECEIVED AND EXERCISED:

Receive general guidance and direction from the Vice President of Information Technology

PHYSICAL, MENTAL AND VISUAL DEMANDS:

1. Majority of time requires sitting, bending at neck, waist, legs, and arms; twist body; and change positions at will. Occasional driving, standing, walking, stooping, bending, kneeling, reaching and stooping
2. Exertion of 10 pounds of force frequently, up to 20 pounds of force occasionally
3. Requires repetitive motions with hands and fingers such as keyboarding, use of telephones, cell phones, etc.
4. Requires close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
5. Noise level in work environment is moderate. Work requires close attention to detail and accuracy and is varied in nature with regular interruptions. Work is subject to irregular hours

This position description is not intended to be all-inclusive; an employee will also perform other job responsibilities as assigned by the immediate supervisor or management.

Management reserves the right to change position descriptions, specifications or work schedules to accommodate individuals with disabilities or as the need arises.

This position description does not constitute a written or implied contract of employment.