TVEC
TRINITY VALLEY ELECTRIC COOPERATIVE

JOB POSTING

Job Title: Systems Administrator

Location: Kaufman

Posting Dates: 03/02/2021until filled

Summary

Ensure the stable operation of the computer network. This includes planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware, software, and communication links. Analyzes and resolves end user hardware and software computer problems in a timely an accurate fashion, and provides end user training where required.

Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

• Configure, install and maintain servers, including e-mail, print, and backup servers and their associated operating systems and software.
• Manage security solutions, including firewall, anti-virus, and intrusion detection systems.
• Manage all network hardware and equipment, including routers, switches, hubs, and UPSs.
• Ensure network connectivity of all workstations.
• Administer all equipment, hardware and software upgrades.
• Perform network design and capacity planning.
• Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts.
• Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services.
• Develop, implement and maintain policies, procedures and associated training plans for network resource administration, appropriate use, and disaster recovery.
• Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
• Administer and maintain end user accounts, permissions, and access rights.
• Perform server and security audits.
• Perform system backups and recovery.
• Monitor and test network performance and provide network performance statistics and reports.
• Recommend, schedule and perform network improvements, upgrades, and repairs.
• Serve as the next level of technical support should the Help Desk Technician be unable to resolve a problem.
• Follow Cooperative safety policies, procedures and regulations.

• Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.

• Perform any other duties as assigned by the IT Manager, Assistant GM/COO and/or General Manager/CEO.

Education

Bachelors or Associate's degree in a technical discipline. Microsoft Certified Systems Administrator is required. Microsoft Certified Systems Engineer is preferred. Microsoft 365 Certified: Enterprise Administrator Expert is a plus.

Experience

Minimum of two years experience in a technology and networking position is required.

Job Knowledge

Must be proficient in implementing and supporting large-scale Windows systems, configuring networking and security, applying system security fixes and implementing Windows server-based applications. Must have knowledge to trouble-shoot issues related to printers and other workstation peripheral devices. Complete knowledge of implementing and supporting a Windows Active Directory environment and managing routers and switches is required. Experience with NetApp, Nutanix, or Exchange Server is a plus.

Abilities

This position requires effective communication skills, both written and verbal to assist Cooperative personnel and outside contacts. Possesses strong documentation skills. Exceptional interpersonal skills, with a focus on rapport-building, listening, and questioning skills. Ability to conduct research into a wide range of computing issues as required. Ability to present ideas in user-friendly language. Ability to effectively prioritize and execute tasks in a high pressure environment. Must be able to maintain confidentiality with access to member information.   If required to drive, must possess a valid driver's license and remain insurable by Cooperative automobile insurance carrier.

Working Conditions

Will occasionally require travel within and outside the cooperative service area. General office environment. Must be able to work outside of regular schedule to maintain operations as required.

Physical Requirements

Light work, requiring exertion of up to 20 pounds of force occasionally and/or up to 10 pounds of force more frequently. Lifting and carrying of 10 to 50 pounds occasionally. Job requires sitting majority of the time. Primarily inside work at desk. Must be able to use office equipment such as a copier, computer and printer. Hazards include electrical and mechanical. Some exposure to dust and dirt.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

How to Apply

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, www.tvec.net, submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

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