



## JOB POSTING

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**Job Title:** Senior System Administrator

**Location:** North/Kaufman

**Posting Date:** 01/08/2026 until 01/23/2026 5pm Central Time

### **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 and accurate manner and provides end user training where required. Supports and maintains mission-critical systems such as Nutanix Clusters, NetApp Storage system, Dell Data Domain, Hybrid Azure Environment, and Firewalls.

### **Role and Responsibilities**

The following are the main responsibilities of this position. They are not intended to cover each aspect of the position as the scope of duties of a given position may change or be temporarily altered based on the business needs of the cooperative.

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 as platforms for vendor-provided software solutions, ensuring their associated operating systems and security software are maintained to keep TVEC's security position optimized.
- Manage security solutions, including firewall, anti-virus, email protection, and intrusion detection systems.
- Manage all network hardware and equipment, including wireless access points, routers, switches, firewalls.
- Manage and maintain NetApp appliances and Nutanix Clusters to ensure business resilience.
- Ensure network connectivity of all workstations.
- Administer all equipment, hardware, and software upgrades.
- Perform network design and capacity planning, including regular reviews to ensure optimal functionality
- Conduct research on network products, services, protocols, and standards in support of

network procurement and development efforts.

- Interact and negotiate with vendors, outsources, and contractors to secure computer 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 or Jr. System Administrator 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.
- Regular and predictable attendance is an essential function of this position, with or without reasonable accommodation.
- Perform any other duties as assigned by the Manager of Information Technology, Asst. GM/COO and/or General Manager/CEO.

## **Education**

Bachelor's or Associate 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**

A minimum of three 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 hybrid Windows Active Directory / Microsoft Entra ID (Azure) environment and managing routers and switches is required.

Experience with NetApp, Nutanix, or Veeam Backups is a plus.

A balanced understanding of the role of Artificial Intelligence systems and its impact on data integrity is a plus.

Practical experience in Cloud computing and storage, including research, implementation, maintenance and optimization 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 complex technology 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 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.

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### **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](http://www.tvec.net), submit resume and application to email addresses below:

Melissa Lewis  
[lewism@tvec.coop](mailto:lewism@tvec.coop)