

Poudre Valley Rural Electric Association, Inc.
Job Description

POSITION: Systems Administrator
DEPARTMENT: IT/Facilities
REPORTS TO: Vice President/Technology & Strategy
CLASSIFICATION: Full-time (Salary, Exempt)

POSITION SUMMARY

The Systems Administrator works under the direction of the Vice President/Technology & Strategy to support and maintain all technology equipment, networks, and IT assets, which includes installing, configuring, diagnosing, repairing, and upgrading all corporate hardware, networks and equipment while ensuring its optimal performance. This position also troubleshoots problem areas in a timely and accurate fashion, and provides end user training and assistance where required, with or without reasonable accommodation.

ESSENTIAL JOB FUNCTIONS

- 1) Install, configure, test, maintain, monitor, and troubleshoot end user and network hardware, peripheral devices, printing/scanning devices, presentation equipment, and other products.
- 2) Oversee installation, configuration, maintenance, and troubleshooting of end user desktops and the organization's servers. Manage and administer all operating systems and their corresponding or associated software.
- 3) Monitor and analyze network performance across the organization's LANs, WANs, and wireless deployments. Ensure the stable operation and efficient performance of company networks. Identify and remedy network performance bottlenecks.
- 4) Deploy, manage, maintain, and secure all mobile devices and their corresponding or associated hardware and software.
- 5) Plan and implement any improvement, modification, or replacement of network infrastructure components. Monitor system capacity to determine its effect on performance and recommend enhancements to meet new or changing network demands.
- 6) Deploy, manage and maintain all security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems, and anti-virus software to ensure the integrity and confidentiality of information residing in corporate databases, workstations, servers, and other systems.
- 7) Monitor VPNs, server logs, firewall logs, intrusion detection logs, and network traffic for unusual or suspicious activity. Interpret activity and implement plans for resolution. Aid in the development and implementation of policies, procedures, and associated end user training.



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- 8) Assist in phone system administration for the organization, including programming the phone system, configuring end user devices, and generating reports as requested. Assist in the setup, activation, and configuration of mobile devices.
- 9) Work according to the safety rules and company policies, as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- 10) All PVREA employees are expected to support the strategic goals of the organization in accordance with the Associations' Strategic Plan.
- 11) Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies and equipment vendors in a kind and courteous manner.
- 12) Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- 13) Assist in the emergency restoration of facilities during storm or general outages.
- 14) Regular and predictable attendance are essential functions of the position.
- 15) Perform other duties within his or her capabilities as directed by his or her supervisors.

JOB QUALIFICATIONS

Education and/or formal training needed: Associate degree or computer/electronic trade school technician degree required, preferably in electronics, electrical, networking, or computers.

Experience needed: A minimum of five years in an IT/Networking/Communication related field is required; experience working with multiple hardware vendors such as Cisco, Palo Alto, and Extreme networking devices, is preferred. Experience working in the utility industry is a plus.

Knowledge, skill and abilities needed: Must have extensive knowledge of computer hardware and computer system applications including all Microsoft products and VMware; knowledge of Microsoft Office (Word, Excel, and Outlook) and VoIP products; extensive knowledge of networking, and virtual environments; experience working with or administering NiSC iVUE enterprise software is preferred; must have ability to implement work plans, make sound decisions from observations and carry out instructions as well as be able to work under pressure and meet deadlines.

Drug/Alcohol: A drug/alcohol test is administered to all job offer recipients, as well as a background check.

Mental Demands: This employee must be able to work well with the public, Association members, and other Association employees. He/she needs to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. He/she must be able to learn new procedures and equipment, and demonstrate flexibility in all areas. The job



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may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be maintained at all times with members and co-workers.

Physical Demands: He/she must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation.

- He/she spends approximately 80% of the day sitting at a desk or test bench and the remainder walking, bending and stooping (percentages will vary dependent upon the work to be accomplished).
- He/she may be required to carry equipment and materials that may weigh as much as 75 pounds.

MATERIALS AND EQUIPMENT USED

General office and communication equipment including, but not limited to, computers, laptops, tablets, hard wired and cellular phones, copy machines and scanners as well as network devices such as firewalls, switches, routers, wireless, etc.

WORKING CONDITIONS

The work environment is a comfortable office environment. There is adequate lighting, heating, cooling etc. The noise level is estimated to be 50-90 decibels.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.