GASCOSAGE ELECTRIC COOPERATIVE

SYSTEM ADMINISTRATOR

GENERAL SUMMARY:

The System Administrator is responsible for managing the day-to-day operation of Gascosage Electric Cooperative and GTech Fiber networks. This position provides internal technical support to users, performs technology installations and software installations, employee training, participates in technology solution selections, and ensures network reliability and security.

ROLES & RESPONSIBILITIES:

1. Implement, monitor and maintain servers and network devices.

2. Responsible for ensuring the availability of servers and the network to support operational needs.

3. Troubleshoot system failures and execute procedures to restore operations.

4. Monitor server and network performance and anticipate needed changes to optimize performance.

5. Analyze hardware and software for acquisition.

6. Design and test configurations necessary for new applications, new technologies and enhanced performance.

ESSENTIAL DUTIES:

Provide the administration of the following systems: Windows and Linux servers, SAN storage, virtualization infrastructure, local area networks, fiber optic wide area network, telephone system, Microsoft Office 365 applications, NISC's iVUE enterprise hardware and software, Aclara's TWACS automated meter reading hardware and software, electronic devices including desktop computers, laptop computers, tablets, copiers, printers and cell phones.

1. Install and maintain current release level for all desktop/server operating systems, network storage and network equipment.

2. Manage internal and external telecommunication services, cellular service and equipment including setup and maintenance.

3. Consult with the Management and staff personnel to identify long-term computer and telecommunication needs.

4. Answer and track internal technical and application support calls and submit monthly status report updates to Management.

5. Troubleshoot equipment problems and place service calls with the appropriate maintenance vendors when necessary.

6. Oversee the implementation and execution of cyber security best practices.

7. Compliance with periodic penetration testing findings.

8. Monitor information security alerts, including alert logs from firewalls, intrusion detection system, operating system, AntiVirus/EDR, SIEM, and web servers. Respond, triage, analyze, and discern false positives. Remediate and/or escalate results to third parties as needed.

9. Develop, monitor and maintain reasonable security levels internally, as well as from external forces.

10. Ensure compliance with software licensing requirements.

11. Develop and implement overall solutions to sustain and enhance productivity and customer service.

12. Perform analysis of network needs and contribute to the design of network architecture, integration, and installation.

13. Monitor network traffic and makes necessary recommendations for additional resources or hardware.

14. Serve as liaison between the organization and vendors in resolving hardware and software issues.

15. Manage multiple priorities and work effectively in a fast-paced, high volume, deadline driven environment.

16. Develop and manage the IT budget.

17. Perform other duties as required and/or assigned.

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EDUCATION & EXPERIENCE REQUIREMENTS:

1. Bachelor's degree in Computer Science, Computer Information Systems, or a closely related field with five (5) years' experience or an Associate's degree with ten (10) years' experience.

2. Minimum of five (5) years' experience with networking architecture, server hardware and operating systems, SAN storage, including domain controllers, security applications, virtual environments, and VMWare administration.

3. Preferred Cisco Certified Network Associate (CCNA), Juniper Networks Certified Associate (JNCIA-Junos), or equivalent certification.

KNOWLEDGE, SKILLS AND ABILTIES:

1. Work independently and be a motivated self-starter.

2. Exhibit strong social skills.

3. Effectively troubleshoot, problem-solve and be a critical thinker.

4. Accomplish a variety of projects simultaneously within established deadlines.

5. Work and communicate with a wide variety of people at all organizational levels in an effective, positive, and professional manner.

PHYSICAL DEMANDS:

1. Lift/carry up to 55 pounds occasionally (less than 33% of the time).

2. Lift/carry up to 25 pounds frequently (34 – 66% of the time).

3. Push or pull a maximum force of 25 pounds.

WORK ENVIRONMENT:

1. All employees must possess a valid Missouri driver's license. Prior to operating a Cooperative-owned vehicle, individual must possess a valid Missouri Class E driver's license.

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2. All employees are required to reside within a thirty-five (35) mile radius from Cooperative Headquarters located at 803 South Ellen Street Dixon, MO.

3. All potential candidates are subject to a criminal background check prior to employment.

4. Random drug and alcohol testing is required of all employees.

5. Position will require occasional overnight travel for training or meetings and travel to remote locations within the service area.

6. All employees must maintain and demonstrate a high regard and respect for the organization's equipment, as well as personal safety and the safety of others.

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