



# OREGON TRAIL ELECTRIC COOPERATIVE JOB DESCRIPTION

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**Position:** Senior Network and System Administrator/Analyst

**Department:** Information Technology Services

**Reports To:** Director of Information Technology Services

**FLSA Status:** Exempt

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**Summary:** Provide technical leadership over the enterprise computing environment which includes designing, engineering, installing, configuring, maintaining and supporting enterprise computer networks, hardware, software and mobile devices. Develop innovative technology solutions to enhance and enable productivity for the organization. Cultivate and maintain in depth knowledge of current and emerging computer and information technologies to plan future direction for the enterprise computing and mobile environment.

**Qualifications:**

- Bachelor's Degree in Computer Science or related technical discipline or 5 years of technical experience supporting an enterprise computer environment.
- Experience installing, operating, and maintaining hardware and operating systems including virtual environments.
- Windows operating system imaging, build, deployment, and lifecycle management.
- Experience with LAN/WANs, network planning, and the administration of routers, switches, firewalls, and VPNs.
- Knowledge of various aspects of and components of a security infrastructure including domain controllers, security applications, and anti-virus.
- Ability to communicate both verbally and in writing with employees and service providers in a clear and precise manner.
- Problem solving skills with the ability to research solutions or information regarding technical issues.
- CISCO and Microsoft certifications are a plus.

**Duties and Responsibilities:**

1. Administration of Windows servers, virtualization infrastructure, local area network, and wide area network.
2. Installs, configures, maintains and upgrades server hardware and operating systems.
3. Responsible for ongoing computer vulnerability remediation and patching.

4. Ensures integrity and availability of Cooperative's information assets by maintaining business continuity plans that include server backups, offsite data storage, and disaster recovery.
5. Researches and recommends hardware and software purchases and upgrades.
6. Analyzes, diagnoses and resolves complex hardware and software problems.
7. Conducts research on emerging products, services, protocols, and standards and makes recommendations to improve organization efficiency.
8. Maintains hardware and software inventories, licenses, and maintenance agreements.
9. Responsible for supporting multiple complex commercial off-the-shelf packages and cloud services used throughout the organization.
10. Monitors enterprise security related applications to ensure consistent and continued protection of data on both the desktop, server, and mobile environments.
11. Manages problems/tasks/projects by taking ownership of them and working them through completion and/or by leading others toward the same goal.
12. Maintains and monitors the cooperative's LAN, WAN, and wireless network including routers, switches, WAPs, UPSes and other hardware at headquarters and remote locations.
13. Installs and configures network security elements including firewalls, VPNs, and intrusion detections systems.
14. Works collaboratively with fellow IT employees and technical personnel from the Cooperative's service providers.

**Special requirements/licenses:** Must possess and maintain a valid Oregon driver's license. Must work outside normal business hours when necessary.

**Physical demands of position:**

1. Talk and hear (in person and on the telephone).
2. Close vision.
3. Sit often and use hands and fingers to handle or feel.
4. Mobility required.
5. Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.
6. Regularly required to move materials up to 5 pounds.
7. Regularly required to lift and carry up to 20 pounds and infrequently required to lift, push and pull up to 40 pounds.
8. Occasionally drive long distances.

**Disclaimer:**

This job description has been written to reflect management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Oregon Trail Electric Cooperative reserves the right to revise or change the job responsibilities as the need arises.

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