

INTER-COUNTY ENERGY COOPERATIVE CORPORATION

NETWORK/COMPUTER SYSTEMS ADMINISTRATOR

I. OBJECTIVE

- A. To provide excellent service to our members, our fellow employees, and our external stakeholders.
- B. To install, configure, and support the organization's computer systems including local area network (LAN), wide area network (WAN), internet system, and all communications systems.
- C. To maintain and make available network hardware and software and monitor network systems to ensure availability to all system users.

II. REPORTING RELATIONS

- A. Reports to: IT System Supervisor
- B. Directs: None

III. RESPONSIBILITIES AND AUTHORITIES

- A. Diagnose hardware and software problems, and replace defective components.
- B. Perform data backups, disaster recovery operations and administer data retention environment.
- C. Maintain and administer computer networks and related computing environments, include computer hardware, systems software, applications software and all configurations.
- D. Apply OS patches, software upgrades and new releases on a regular basis; upgrade administrative tools and configure/add new services as necessary.
- E. Plan, coordinate, and implement network security measures in order to protect data, software and hardware.

- F. Maintain user security levels and manage e-mail accounts.
- G. Identifies, reports, and resolves security violations.
- H. Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- I. Perform routine network start up and shutdown procedures, and maintain control records.
- J. Design, configure and test computer hardware, networking software and operating system software.
- K. Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
- L. Train employees in computer system use.
- M. Gather data pertaining to user needs and utilize the information to identify, predict, interpret, and evaluate system and network requirements.
- N. Confer with network users about how to solve existing system problems.
- O. Create, change and delete user accounts.
- P. Analyze equipment performance records in order to determine the need for repair or replacement.
- Q. Maintain logs related to network functions as well as maintenance and repair records.
- R. Research new technology and implement it or recommend its implementation.
- S. Maintain an inventory of parts for emergency repairs.
- T. Coordinate with vendors and with company personnel in order to facilitate purchases.

- U. Review, analyze and maintain the organization's telecommunications systems and provide employee training of the system's features and functionality.

#### IV. RELATIONSHIPS

- A. President/CEO and Executive Staff: to request and provide assistance as required, to confer on problems, to seek necessary approval and to keep informed of department and cooperative policies; to discuss any unusual problems.
- B. Other Personnel: to maintain a good work relationship by providing assistance and reports in a timely manner.
- C. Confer with the outside agencies to ensure the proper operation of the current system of hardware and software.
- D. Participate in educational activities and other programs to improve technical and other skills.

### SPECIFICATIONS

#### EDUCATION

Associate degree or the equivalent, in computer or related subject is required. Experience in a computer environment may substitute for part of formal training.

#### EXPERIENCE

Must have at least two-years of experience in a computer environment. Additional formal training may substitute for part of experience.

#### JOB KNOWLEDGE

Must possess a broad knowledge of commonly used concepts, practices, and procedures used in the computer industry and in telecommunications. Must be able to obtain a working knowledge of cooperative operations and the computer applications normally needed for daily operations in a reasonable time.

ABILITIES AND SKILLS

Must be able to rely on experience and judgement to plan and accomplish goals; interpret and discuss information with others, which involves terminology or concepts not familiar to most people; regularly provide advice and recommend actions involving complex issues.

WORKING CONDITIONS

Usual office conditions. Responsibilities sometimes require working evenings and weekends, sometimes with little advanced notice. Some travel to branch office will be necessary. Some travel (including overnight) outside the cooperative service area may be necessary. Must be able to work under pressure and meet deadlines. Must maintain a valid Kentucky driver's license. An exception to the KY driver's license requirement may be allowed if approved by the CEO.

Inter-County Energy recognizes that Controlled substances, alcohol and medical cannabis use jeopardizes the safety and productivity of all employees, as well as the safety and well-being of the general public.

This company is dedicated to providing safe and efficient service to our customers. Our employees are our most valuable resource in ensuring the quality of this service. The goal of this company is, therefore, to provide our employees with a workplace environment which promotes health and safety. The Company's employees are safety-sensitive employees who "discharge duties fraught with risks of injury to others that even a momentary lapse of attention can have disastrous consequences" or whose duties have the "potential for immediate injury to others".

EMPLOYMENT ACKNOWLEDGEMENT OF JOB DESCRIPTION

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

