

Server Administrator

Mountrail-Williams Electric Cooperative

1. JOB OBJECTIVE:

- a) To assist in the planning, implementing and providing day-to-day support for the technology infrastructure and application software needed to meet the organization's business objectives.
- b) To play a critical role in MWECC Cyber Security policies, procedures, and enforcement.
- c) To plan, coordinate and direct the technological needs, as well as provide support for daily operational activities of MWECC.
- d) To be a decision maker in IT and work closely with other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization.
- e) Performs technical Information Technology (IT) communications infrastructure support.
- f) To adhere to all MWECC's IT policies, procedures, and best practices.

2. QUALIFICATIONS:

Associate's degree in information systems or other computer-related degree from an accredited college or university is required and 3+ years related experience preferred.

3. DUTIES AND ESSENTIAL RESPONSIBILITIES:

- a) Responsible for the day-to-day operations of the computer room, alternate computer room, and servers. This includes backups, antivirus, software, and updates.
- b) Responsible for system administration duties, such as establishing network users, user environment directories, e-mail accounts, and security procedures.
- c) Responsible for auditing of user access and permissions on a regular basis and make changes as necessary.
- d) Responsible for auditing logs and events on the servers and making any necessary changes as needed.
- e) Installs, modifies and makes repairs to servers, both physical and virtual.
- f) Installs, configures and troubleshoots user problems and computer networks to ensure that network is available to all system users. Resolves data communication and system operating problems in person and via telephone.
- g) Establish standards and procedures for project reporting and documentation for the IT department.
- h) Prepare project status reports and keep management, clients and others informed of project status and related issues.
- i) Interface with industry on information management and information technology matters to explore new ways bringing value to our members.
- j) Evaluate new technologies for their potential to bring value to our members and staff.

Server Administrator

Mountrail-Williams Electric Cooperative

- k) Negotiate contracts with consultants, technical personnel, and vendors for services and products.
- l) Develop, maintain and test disaster recovery plans to ensure the continuity of the business in the event of an equipment failure or natural disaster.
- m) Must be willing to participate in Continuing Education.
- n) Assist with the Cooperative's Annual Meeting as directed.
- o) Performs any other duties assigned in order to fulfill the objective of the Cooperative.

4. KNOWLEDGE, SKILLS AND ABILITIES:

- a) Requires in-depth knowledge and understanding of a broad range of computing technologies and proficiency in applying technology solutions to solve business problems.
- b) Knowledge of various computer operating systems, PCs, servers and related technologies.
- c) Knowledge of Networks and Network administration, in a multi-layered, multi-facility environment.
- d) Computer application skills.
- e) Interpersonal skills.
- f) Communication skills.
- g) Ability to clearly document your work.
- h) Ability to follow step-by-step directions.
- i) Ability to problem solve.
- j) Ability to be a team player.
- k) Ability to work independently and be a self-starter.
- l) Ability to work under critical time deadlines and pressures.
- m) Ability to communicate effectively with non-technical members.

5. BUSINESS AND RELATIONSHIPS:

This position exchanges complex/technical information with vendors, members and senior management in the development of requested programs and information services.

Reports to: Information Technology Coordinator

Supervises: None

6. POSITION SPECIFICATION/PHYSICAL REQUIREMENTS:

This is a full time, exempt, salary paid position. Requires frequent sitting and use of personal computer keyboard.

Server Administrator

Mountrail-Williams Electric Cooperative

Position Specifications:

- a) Normal, non-smoking office environment
- b) Must have and maintain a valid driver's license
- c) Must pass an initial and subsequent background checks
- d) Must adhere to all MVEC safety recommendations and requirements
- e) Occasional travel in the two county area
- f) Limited travel in and out of state
- g) Requires good finger dexterity and ability to perform close work
- h) Occasional work outside in the elements

Physical Requirements:

- a) Lifting\carrying of approximately 40 pounds
- b) Twisting, reaching, crawling, squatting and bending
- c) Ascending\descending a ladder

7. DISCLAIMER:

- a) This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required.
- b) MVEC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, or working schedules based on its duty to accommodate individuals with disabilities.

Approved by: Cole Arndt

Date: 4/7/2022

Reviewed/Amended by:

Date: