

Job Description

Network Administrator



Caney Fork

Electric Cooperative Inc.

JOB TITLE: Network Administrator

DEPARTMENT: Information Technology

REPORTS TO: Director of IT

FLSA: Exempt

JOB SUMMARY:

The Network Administrator is responsible for maintaining, optimizing, and securing Caney Fork Electric Cooperative's IT network infrastructure to support operational efficiency and member services. This role requires a proactive approach to troubleshooting, system updates, and providing technical expertise to ensure network availability and security.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES:

- Implement and maintain cybersecurity measures, including firewalls, intrusion detection systems, and endpoint protection.
- Performs routine maintenance on computers and networking hardware and software, including deleting old and unnecessary files, applying updates, and installing patches as necessary. Provides user support with software installations and troubleshooting various software application problems as needed.
- Develop and maintain disaster recovery plans and data backup systems.
- Plan, install, configure, upgrade, patch, and manage the CFEC virtual and physical server environment, network infrastructure, and firewall infrastructure. Proactively and reactively troubleshoot issues related to these areas.
- Perform system administration, such as system backups, updating, and maintaining servers, enrolling new users and accounts, deleting users and accounts, revising directory structures, maintaining security features, creating documentation, installing software, and similar activities.
- Maintain knowledge of industry best practices and emerging technology.
- Commitment to the cooperative principles and values of community service, integrity, and accountability.

QUALIFICATIONS:

In order to excel in this role, an individual must effectively fulfill each essential duty. The qualifications outlined below reflect the necessary knowledge, skills, and abilities. Reasonable accommodation may be provided to enable individuals with disabilities to carry out these essential functions.

- Bachelor's degree in Information Technology, Computer Science, or related field; or equivalent combination of education and experience with an emphasis in networking administration.
- A minimum of five (5) years of IT field experience specializing in networked systems maintenance.
- Strong understanding of networking and must be comfortable with computer and software troubleshooting.
- Must be proficient in computer terminals, personal computers, peripheral equipment, and standard office equipment.
- A valid Driver's License is required.
- Strong oral and written communication skills, excellent problem-solving abilities, and the capacity to work independently while meeting deadlines. Attention to detail and accuracy is essential, as is sound judgment in selecting and adapting technological solutions

PHYSICAL REQUIREMENTS:

The role requires the ability to lift and transport objects up to 25 pounds, work both indoors and outdoors, travel between locations within the cooperative's service area, demonstrate manual dexterity and visual acuity for servers and computer operation, and maintain stamina for extended hours, including during peak periods and emergencies. While performing job duties, the employee will regularly engage in sitting, standing, walking, using hands for various tasks, reaching, speaking, and hearing, with occasional requirements for crouching and lifting heavy items. Clear vision at both near and far distances may also be necessary.

IMPORTANT:

This position guide is not intended to be all-inclusive; other duties may be required as assigned. CFEC reserves the right to revise this position guide as needed. This position guide 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 their duty to accommodate individuals with disabilities.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status. CFEC is a drug-free workplace.

All offers of employment are contingent on passing a pre-employment drug screening. In addition, candidates must satisfy pre-employment criteria, which include a motor vehicle record check and physical.

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