

# VERENDRYE ELECTRIC COOPERATIVE, INC.

## POSITION DESCRIPTION

**TITLE:** System Administrator  
**DEPARTMENT:** Engineering Department  
**REPORTS TO:** Engineering Manager  
**LOCATION:** Minot/Velva or Velva, ND

### POSITION SUMMARY:

The System Administrator is a key member of the Engineering Department and Verendrye Electric Cooperative (VEC). This position is responsible for planning, securing, maintaining and advancing the IT infrastructure of VEC. VEC continues to remain focused on technological advancements to remain innovative within the utility industry. The System Administrator must possess the knowledge, drive, and compassion to advance themselves along with VEC. This position supports locations in Velva and Minot, ND. The job location can be a combination of both offices or solely at the Velva location.

### MAJOR RESPONSIBILITIES:

*The following are the major responsibilities. They do not cover every aspect of the position and could change based on the evolving needs and direction of the cooperative.*

- Manage and maintain IT infrastructure (firewalls, Linux and Windows servers, communications, etc.).
- Analyze existing systems, project future improvements, determine justification, develop plan and costs, and oversee implementation.
- Protect computer networks and IT infrastructure from cyber-attacks and unauthorized access.
- Perform system backups to ensure data integrity.
- Manage user accounts, access control, and asset control.
- Provide job-specific and security training to employees as needed.
- Manage and coordinate equipment rotation schedule for all applicable hardware and software.
- Ability to manage multiple projects, assignments, and requests in a fast-paced environment.
- Attend technical training and network within the IT community.
- Stay abreast of new and emerging industry trends and technological advances and make recommended improvements to the Engineering Manager.
- Will occasionally work outside normal business hours as necessary to perform hardware and software upgrades, system changes, and resolve critical system issues.
- Interact with department members, cooperative members, or vendors when needed.
- Periodic travel to outposts and substations located within the service territory.

### QUALIFICATIONS

- Bachelor of science degree in computer science, information technology, engineering, related field or equivalent work experience.
- Competent in a programming language, Structured Query Language (SQL), and relational database concepts.
- Must possess a high level of initiative to manage daily work schedule and solve complex problems with minimal supervision.
- Must display a positive attitude, self-motivated, organized, detail-oriented, possess good people skills, eager to take on challenges, learn new tasks and apply them effectively and quickly, and achieve the goals of the cooperative.
- Proficient with National Information Solutions Cooperative (NISC) software is a plus.
- Effectively communicate both internally and externally in person, over the phone, Outlook email, Microsoft

Teams, and other applications available throughout the day in a timely manner.

- Must possess a valid North Dakota driver's license.
- Must be able to pass background check and obtain access to Minot Air Force Base.