

March 22, 2024

JOB OPPORTUNITY

Network Administrator II

Monroe Office- 1 replacement position available

Posted to internal employees and outside applicants

PURPOSE OF POSITION:

To ensure the stability, integrity, security and efficient operation of the information systems including server, network, storage and telephony technologies as well as to strategically design and implement these architectures to support core organizational functions. This includes designing and implementing disaster recovery processes and business continuity procedures. This is achieved by applying proven communication, analytical, and problem-solving skills to help identify, communicate, and resolve issues in order to maximize the benefit of IT systems investments and by monitoring, maintaining, supporting, and optimizing all hardware systems, networked systems and associated operating systems.

QUALIFICATIONS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Individual required to satisfactorily pass Walton EMC's employment entrance examination and drug screen.

EDUCATION AND/OR EXPERIENCE:

Require a Bachelor’s degree in computer science/engineering, information systems, or related field. Require a minimum of five years experience managing Active Directory, Firewall, and DNS. Require a minimum of two years designing and managing a virtualized environment. Require a minimum of two years in setting up and administrating SAN environments that include Fibre Channel and iSCSI technologies. Require proven experience in systems and network design and development. Require Microsoft MCSE or MCITP certification to include Windows Server and/or Exchange Server.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS:

Be proficient with the use of personal computer.

CERTIFICATES, LICENSES, REGISTRATIONS:

Required to have and maintain a valid Georgia driver's license.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components. Occasional inspection of cables in floors and ceilings. Lifting and transporting of moderately heavy objects, such as computers and peripherals.

WORK ENVIRONMENT:

General office environment; require flexibility to respond during emergency situations. The noise level in the work environment is usually moderate.

WORKING RELATIONSHIPS:

*Internal*: Two-way communication with immediate supervisor to receive direction and provide status on work related assignments; with all departments to provide information and technical assistance.

*External*: Demonstrates an awareness that the job exists to effectively serve each and every member, and at every opportunity to achieve increased member and public understanding for support of the Cooperative.

This position is an exempt Grade 1508E. Minimum salary is $99,968.00 annually.

Applications will be accepted until Friday, March 29, 2024. Internal applicants may apply by written internal application with the Human Resources Department. Outside applicants may apply by written application at the Monroe, Snellville, or Watkinsville Office. May fax resume to 770-266-7559 or email to [careers@waltonemc.com](mailto:careers@waltonemc.com). Contact Human Resources with any questions.

Equal Opportunity Affirmative Action Employer

Minorities/Females/Individuals with Disabilities/Veterans/Sexual Orientation/Gender Identity

,

WALTON ELECTRIC MEMBERSHIP CORPORATION

NETWORK ADMINISTRATOR II

EXECUTIVE DEPARTMENT

LEVEL 1508E

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of Walton EMC. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I. Strategy and Planning

A. Design and implement long-term strategic goals and short-term tactical plans for managing and maintaining corporate systems and software.

B. Ensure that proposed and existing systems architectures are aligned with organizational goals and objectives.

C. Develop, document, and communicate plans for investing in systems architecture, including analysis of cost reduction opportunities.

II. Acquisition and Deployment

A. Design and deploy new applications and enhancements to existing applications, hardware, software, and operating systems.

B. Conduct research on emerging technologies in support of systems development efforts, and recommend technologies that will increase cost effectiveness and systems flexibility.

C. Ensure smooth and reliable operation of software and systems for fulfilling business objectives and processes.

D. Perform cost-benefit and return on investment analyses for proposed systems to aid the organization in making implementation decisions.

E. Document the company’s existing systems architecture and technology portfolio; make recommendations for improvements and/or alternatives.

III. Operational Management

A. Gauge the effectiveness and efficiency of existing systems; develop and implement strategies for improving or further leveraging these systems.

B. Confer with others in the organization to define business requirements for complex systems and infrastructure development.

C. Develop and execute test plans to check infrastructure and systems technical performance. Report on findings and make recommendations for improvement.

D. Design and perform server and security audits, system backup procedures, and other recovery processes in accordance with disaster recovery and business continuity strategies.

E. Integrate servers, including database, e-mail, print, and backup servers and their associated software into enterprise systems.

F. Ensure system connectivity of all servers, shared software, groupware, and other applications.

G. Create and maintain documentation as it relates to system configuration, mapping, processes, and service records.

H. Monitor and test system performance; prepare and deliver system performance statistics and reports.

I. Provide assistance to other IT administrators with configuration, maintenance and troubleshooting of end user workstation hardware, software and peripheral devices.