



June 5, 2026

JOB OPPORTUNITY

**Systems Administrator I
Monroe location- 1 replacement position**

Posted to internal employees and outside applicants

PURPOSE OF POSITION:

Supports the administration and operation of enterprise business systems and related information processing environments. Assists with system configuration, monitoring, incident resolution, and integration and reporting tasks to help ensure reliable and efficient operation of core enterprise business systems across the organization.

QUALIFICATIONS/REQUIREMENTS:

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. Required to satisfactorily pass Walton EMC's employment entrance examination and drug screen.

EDUCATION/EXPERIENCE:

Requires a bachelor's degree in computer science, computer engineering, information systems, or a related field, or an equivalent combination of education and related work experience, along with three years of experience in business systems support, application support, or other information technology roles involving enterprise applications and databases. Requires demonstrated understanding of database structures and practices and hands-on experience with relational database environments, including troubleshooting, querying, and supporting reports or dashboards, as well as broad familiarity with reporting and query tools and practices. Requires experience creating and maintaining scripts and application code, as well as hands-on experience integrating and linking applications used by different business units, including analyzing business and technical requirements, documenting and modeling business processes, and performing data mapping to support reliable, end-to-end workflows.

LANGUAGE SKILLS:

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

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define routine problems, collect data, establish facts, and draw valid conclusions. Ability to interpret 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 computers, Microsoft Office applications, and basic administration of hardware, software, and databases. Prefer hands-on knowledge or coursework related to enterprise applications, relational databases, operating systems, and troubleshooting tools.

CERTIFICATES, LICENSES, REGISTRATIONS:

Require the ability 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must have the ability to lift 50 pounds and move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

General office environment with irregular hours as deemed necessary by the position. On-call availability, including 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, instruction, approval; to provide work related information in a timely manner. Works closely with other IT personnel and departmental staff for training, technical assistance, and coordination of application and system support.

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

This position is an exempt Grade 1507E, with a salary of \$98,785.00 annually.

Applications will be accepted until Friday, June 12, 2026. 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 email resume to careers@waltonemc.com or fax to 770-266-2544. Contact Human Resources with any questions.

WALTON ELECTRIC MEMBERSHIP CORPORATION
LEVEL: 1507E
SYSTEMS ADMINISTRATOR I

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.

- A. Administers and supports enterprise business systems and related information processing environments, including basic configuration, monitoring, and troubleshooting of applications and supporting infrastructure.
- B. Collaborates with others across the organization to understand business needs, document requirements, and communicate system changes, impacts, and timelines as directed.
- C. Supports enterprise system integration activities by performing data validation, test execution, and documentation tasks to help ensure accurate data flow and process efficiency.
- D. Identifies and escalates opportunities to improve business processes through better use of enterprise systems and data, and assists with implementing workflow changes, automation, and enhancements.
- E. Provides first-level and some second-level support for enterprise applications, including incident logging, analysis, and resolution of issues, and performs root cause analysis for recurring problems.
- F. Maintains relational database structures and reporting datasets that underpin enterprise business systems, including running and modifying queries, validating data, and supporting report and dashboard requests.
- G. Supports the design, documentation, and testing of disaster recovery procedures for enterprise business systems by maintaining documentation, executing test scripts, recording results, and participating in recovery exercises.
- H. Helps implement security controls and best practices for enterprise systems and data, including user setup and access changes, periodic access reviews, and adherence to organizational policies, regulatory requirements, and cybersecurity standards.
- I. Participates in the planning, testing, and deployment of system changes, upgrades, and patches by preparing test cases, executing test plans, documenting changes, and following established change control procedures.
- J. Provides end-user support for enterprise business systems, including responding to service requests, documenting solutions, and assisting in the creation and delivery of training materials and user guides.

- K. Participates in projects related to enterprise system implementation and optimization by managing assigned tasks, updating status, and escalating risks or issues to the project lead or supervisor as needed.
- L. Actively learns from and assists other IT team members on enterprise systems and related processes, sharing knowledge and following established standards and best practices.
- M. Provides on-call technical support for enterprise business systems on a rotational basis, responding to incidents and outages to help restore service promptly.
- N. Performs other related duties as required to support the effective operation, evolution, and continuous improvement of enterprise business systems and IT services.