

IT Systems Administrator
Job Description
NRECA Job Code: 18E

Manages the operation of computer systems. Oversees development of computer programs and systems. Evaluates user, system hardware and hardware needs. Develops long and short-term goals for departments. Installs and maintains communications systems. May supervise 1 or more employees as assigned. Reports to Information & Technology Manager. This position is not a virtual position.

Typical responsibilities include:

- Creating and maintaining virtual systems
- Administers Microsoft domain
- Maintain and monitor data and voice networks
- Maintain virtual systems
- Other duties as assigned

Occasional after hour and weekend work required

Job requirements:

- Experience with Microsoft Domain Administration 2008-2016
- Experience with Network Administration
- Remote office / User networking experience preferred
- Must maintain a valid NM driver's license with an acceptable driving record.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Frequently bending legs at knee to come to a rest on knee or knees.
- Using upper extremities to press against something with steady force in order to thrust forward, downward or outward and/or using upper extremities to exert forcing order to draw, drag or tug objects in a sustained motion.
- Expressing or exchanging ideas by means of spoken words, to convey detailed or instructions to other workers accurately, loudly or quickly.
- Ability to receive detailed information through oral communications.
- Substantial movements (motions) of the wrist, hands, and/or fingers.
- Occasionally subject to hazards while working with, or near electrical currents.