

**Poudre Valley Rural Electric Association, Inc.**  
**Job Description**

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**POSITION:** System Administrator  
**DEPARTMENT:** Technology  
**REPORTS TO:** Technology Director  
**CLASSIFICATION:** Full-time (Salary, Exempt)

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**POSITION SUMMARY**

The System Administrator works under the direction of the Technology Director to support and maintain all technology equipment, networks, and assets. This includes installing, configuring, diagnosing, repairing, and upgrading hardware and software while ensuring its optimal performance. This position is part of a team and is expected to act as a self-starter, taking ownership of moderately complex systems and projects. The System Administrator contributes to system improvements, automation efforts, and modernization initiatives.

**ESSENTIAL JOB FUNCTIONS**

*Assigned with or without reasonable accommodation.*

- Administers enterprise server infrastructure, both physical and virtual. Installs, configures, monitors, maintains, and troubleshoots hardware and software components across all platforms to maximize uptime, ensure greatest possible cybersecurity posture, and optimize overall system performance; handles all standard and complex issues.
- Maintains Hyper-V virtualization environments, including host configuration, virtual machine lifecycle management, performance optimization, and troubleshooting; owns all standard operational processes.
- Implements, manages, and secures enterprise-wide cybersecurity tools and controls including vulnerability scanning, data backup and recovery, firewalls, IDS/IPS, log monitoring, VPN, data encryption, email protection, and antivirus technologies in alignment with established security architecture, policies, and industry standards.
- Operates and supports cloud infrastructure and services, such as Microsoft Azure and Amazon Web Services (AWS). Responsibilities include provisioning resources, managing access and security, monitoring usage and costs, and assisting with cloud migration and integration projects.
- Administers Microsoft 365 services including Entra ID, Exchange Online, SharePoint Online, Teams; IAM, security/compliance settings, and licensing.
- Evaluates, tests, and assists with the implementation of AI agents or automation tools to improve monitoring, documentation, operational efficiency, or end-user support; develops scripts and workflows.
- Leads and manages moderately complex IT infrastructure projects, including planning, implementation, testing, documentation, and post-implementation support; drives modernization initiatives within assigned areas.
- Administers network infrastructure (switches/routers/firewalls/WLAN controllers/APs); monitors, troubleshoots, performs firmware updates, and implements configuration changes to maximize uptime and security.
- Administers Association's phone system, including programming, configuring end user devices, troubleshooting, and generating reports as needed; handles all standard operational needs.
- Provides Tier 2 and Tier 3 support and problem identification and diagnosis of end user desktops, laptops, mobile devices, peripherals, and associated software and applications; owns problems through resolution; updates knowledge base and provides user training.

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- Participates in incident response, disaster recovery, and business continuity planning and exercises. Assists with the implementation and testing of recovery procedures for all Technology systems.
- Maintains accurate and up-to-date technical documentation, diagrams, and knowledge base articles to support team operations and end-user self-service.
- Develops and implements policies, procedures, and associated end user documents; contributing to system standards and best practices and ensures compliance within assigned systems.
- Provides guidance to junior-level staff; shares expertise through documentation; elevates team capabilities; open to feedback and continuous learning.

**STANDARDS OF EXCELLENCE**

*These duties reflect the cooperative's mission and purpose, and are required of all employees:*

- Work according to the safety rules and company policies adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- Adhere to the cybersecurity policies, procedures, and practices as adopted by PVREA and is responsible for participating in cybersecurity training and awareness exercises.
- Exhibits integrity and demonstrates ethical behavior in everyday business conduct.
- Support the strategic goals of the organization in accordance with the Associations' Strategic Plan.
- Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies, and equipment vendors in a kind, courteous, and professional manner.
- Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- Assist in the emergency restoration of facilities during outages.
- Regular and predictable attendance are essential functions of the position.
- Performs other duties within capabilities as directed by supervisors.

**JOB QUALIFICATIONS**

**Education and/or formal training:** Bachelor's degree in information technology or related field, or any equivalent combination of experience, education and training which demonstrates the ability to perform the duties and responsibilities as described required. Industry certifications such as CCNA, MCSE, CompTIA Network+, VCP, or CISSP are highly desired.

**Experience:** A minimum of eight (8) years of progressive experience in a Systems Administration-related field is required. Must have experience working with the technologies outlined in the job functions section and within a holistic cybersecurity program. Demonstrates familiarity with modern AI tools and platforms, including Microsoft Copilot and AI-enabled workflows. Experience working in the utility industry and administering NISC enterprise software is beneficial.

**Knowledge, skills, and abilities:**

- Extensive knowledge of enterprise computing components including server-based hardware, software, and operating systems in both physical and virtual environments.
- Experienced in holistic cybersecurity programs and enterprise security tooling including implementing and managing controls aligned to policies and standards.



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- Demonstrated knowledge with administration of Microsoft 365 services including Entra ID (Azure AD), Exchange Online, SharePoint Online, Teams, identity and access management, security and compliance settings, and licensing.
- Experience administering resources and security in cloud platforms (such as Azure or AWS).
- Extensive knowledge of networking environment components including switching, routing, and firewalls.
- Proficient in VoIP and communications systems.
- Demonstrated ability to work independently, proactively identify risks or improvement opportunities, and manage multiple priorities with minimal supervision.
- Excellent verbal and written communication skills; ability to explain technical concepts to non-technical users; produce clear documentation; communicate effectively across all levels
- Excellent interpersonal skills with a proven ability to collaborate with a team.
- Excellent analytical and problem-solving skills. Effectively diagnoses and resolves complex issues; identifies root causes and recommends systemic improvements
- Ability to manage moderate IT projects including timelines, resources, and deliverables; coordinates cross-department and contractor activities; balances multiple priorities
- Must have ability to implement work plans, make sound decisions from observations, maintain composure during high-stress situations and carry out instructions under pressure and within deadlines.

*Drug/Alcohol:* We are a drug and alcohol-free workplace. A drug/alcohol test and background check are required prior to employment.

*Driving:* You must possess a valid Driver's License and operate a company non-DOT vehicle.

### **WORKING CONDITIONS**

The System Administrator spends 90% or more of the time indoors or in a vehicle where there is adequate lighting, heating, cooling etc. Occasionally, the employee must be able to tolerate direct sun, cold winds and other types of inclement weather while working outdoors to support remote equipment. The noise level can be 50-90 decibels.

*Mental Demands:* This employee must be able to work well with the public, Association members, and other Association employees. Employees need to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. Must be able to learn new procedures and equipment and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must always be maintained with members and co-workers.

*Physical Demands:* This employee must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation. Approximately 80% of the day sitting at a desk or test bench and the remainder walking, bending, and stooping. May be required to carry equipment and materials that may weigh as much as 75 pounds.

### **MATERIALS AND EQUIPMENT USED**

General office and communication equipment including, but not limited to, computers, laptops, tablets, hard wired and cellular phones, copy machines and scanners as well as network devices such as firewalls, switches, routers, etc.

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**COMPENSATION**

The starting annual salary range for this position is \$113,000 – \$120,000 (DOQ)

*Actual compensation offer to candidate may vary outside of the posted hiring rate based upon work experience, education, and/or skill level.*

**BENEFITS**

- Medical, prescription and dental insurance with 100% employer paid premiums
- Health Savings Account
- Defined benefit pension plan
- 401(k) plan
- Life insurance
- Paid holidays, vacation, and sick leave
- Wellness programs
- Tuition reimbursement
- Employee assistance program

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.