

## JOB OPPORTUNITY ANNOUNCEMENT

**POSTING PERIOD:** 5/27/25 THROUGH 6/27/2025

**JOB TITLE:** NETWORK SYSTEMS ADMINISTRATOR

**DEPARTMENT:** MKGT, COMM & ECONOMIC DEVELOPMENT

**SUPERVISOR:** MANAGER, IT SYSTEMS

**FLSA STATUS:** NON-EXEMPT

**SALARY RANGE:** \$81,566-100,736

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### Job Purpose:

The Network Systems Administrator is responsible for designing, implementing, maintaining, and supporting the IT infrastructure of the electric cooperative. This includes network systems, servers, firewalls, databases, cloud services, and Cybersecurity measures. The role ensures the reliable and secure operation of all IT systems, supports mission-critical applications, and aligns technology initiatives with the cooperative's operational and strategic goals.

### Duties:

- Install, configure, and maintain local area networks (LANs), wide area networks (WANs), firewalls, routers, switches, and wireless networks.
- Administer and monitor physical and virtual servers (Windows/Linux), storage systems, and backup solutions.
- Ensure high availability and performance of critical systems, including SCADA, AMI, GIS, and billing platforms.
- Perform regular network performance testing and optimization.
- Ensure network security by implementing protocols, monitoring for potential threats, and performing regular updates.
- Implement and manage DNS, DHCP, Active Directory, Group Policy, and Google Workspace environments.
- Provide Tier 2/3 support for escalated technical issues from Help Desk staff.
- Manage user access and permissions, including the setup of new users.
- Maintain thorough documentation of network architecture, system configurations, and procedures.

- Work collaboratively with all departments.
- All other job-related duties as assigned by management.

**Skills/Qualifications:**

Bachelor's degree in Computer Science, Information Technology, or a related field with at least 5 years of relevant work experience, or 10+ years of IT experience without a degree. Experience with Microsoft operating systems, PC support, network administration, server administration, systems integration, databases, and tech support. Preferred certifications: Microsoft Certified IT Professional (MCITP), CompTIA Network+, CompTIA Security+. Strong verbal and written communication skills; able to present information clearly to senior staff and small groups. Must have a valid Georgia driver's license; company vehicle use is required.

**Work Environment:** The majority of the duties of this job are performed indoors. The position does require employees to be available on a twenty-four (24) hour basis. Employees will occasionally have to lift up to one hundred and fifty (150) pounds with assistance and climb up to six (6) feet. The noise level in the work environment is usually moderate.

Excellent benefits including medical, dental, retirement plan and 401(k).

**To Be Considered:**

Please apply online at <http://careers.coastalelectriccooperative.com>

Anyone currently employed with Coastal Electric Cooperative who is interested in this position should complete an Internal Applicant Form (located in Human Resources) and submit a resume to Natalyn Morris, Human Resources Coordinator on or before June 4, 2025.

*\*NOTE: This job posting is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required. Coastal Electric Cooperative reserves the right to revise or change the job responsibilities for this position as the need arises. This job posting does not constitute a written or implied contract of employment.*

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/DRUGFREE WORKPLACE**