

**FLINT HILLS RURAL ELECTRIC  
COOPERATIVE ASSOCIATION, INC. (FHRECA)**

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**JOB DESCRIPTION  
Network Administrator**

**I. QUALIFICATIONS:**

1. **Education**-Four-year college degree in business, computer science or engineering related field. Vocational school graduate with technical majors, together with favorable experience, will be evaluated to determine equivalency to or in lieu of a degree. Additional technical related courses are desirable.
2. **Experience** – A minimum of three years of experience in business, computer science or engineering related field is preferred.
3. **Personality**-Must be able to communicate effectively both in written format and verbally. Must have ability to meet people appropriately and pleasantly, have a willingness to be of service and work with people easily and consider customers' concerns. Must be conscientious in the performance of assigned duties and be able to pay attention to detail. Must be dependable, courteous, and friendly. Must have problem solving ability.

**II. JOB RESPONSIBILITIES**-Provides critical role in system evaluation, integration configuration, deployment and support services for company computers, networks, switches, routers, firewalls, operating systems and other electronic equipment and software in office and plant. Participates in the design, installation, testing and maintenance of software systems. Within the limits of established policies, assumes responsibilities as delegated for the following activities:

1. Maintains an inventory of computer hardware, software and network communications.
2. Maintains a high level of functionality of all electronic equipment, computer hardware, software & communications within the cooperative organization. This includes maintenance & troubleshooting of existing equipment and recommendations of equipment upgrades and replacements.
3. Maintains a high level of security within the computer related functions of the organization including passwords, anti-virus, spy-ware, firewalls, updates, employee awareness, and other software that enhances such security.
4. Ensures a high level of reliability of the organization's periodic backups of servers, data and computers and ensures that proper storage and retrieval of such backups can be performed.
5. Provides support for company's email and internet software.
6. Maintains Cooperative website.
7. Assist with operations and maintenance of Cooperative's social media.
8. Manages, maintains and enhances the use of AMR computer hardware & software
9. Ensures AMR related field equipment is functioning properly & notifies appropriate operations personnel of failures or possible failures within the system and offers solutions to rectify such issues.
10. Monitors distribution power quality through avenues available through AMR system and notifies appropriate operations personnel of potential power quality problems.
11. Manages the collection, timely posting and integrity of customer electrical use for billing purposes such as kWh, KW, and KVAR components.
12. Maintains the integrity of the Cooperative's mapping system, circuit diagram, and outage system.
13. Assists as backup for coordinating and scheduling underground locates.
14. Operates summer load control program, including communication with members that control their own equipment, Cooperative equipment located on consumer premises, and Cooperative distributed generators.
15. Ensures periodic maintenance of generators is performed and administrates documentation and filing requirements related to generation equipment.

16. Provides data and reports as requested by employees from NISC software, AVL, and other data bases used by the Cooperative.
17. Understands, assists employees, and troubleshoots issues with Excel, Word, Access, Apps and other programs and software currently in use by company employees.
18. Assists other departments in times of overflow activities or in the absence of such employees in other departments
19. Other duties as assigned by the Assistant or the General Manager

### **III. OTHER SKILLS REQUIRED IN PERFORMANCE OF DUTIES.**

1. Must be physically and mentally able to safely function in all aspects of this position.
2. Must be able to communicate using two-way radio according to FCC rules and regulations.
3. Must be able to understand and use electronic spreadsheets, word processing and other programs/equipment, including computer programs, provided by the employer now and in the future.
4. Must have general office skills such as adequate typing & ten-key skills as well as proper use of telephone and voice mail systems.
5. Must have, or be able to acquire before date of hire, and maintain a valid Kansas driver's license.

### **IV. REPORTING RELATIONSHIPS:**

#### **A. Internal**

1. Reports to Assistant Manager for supervision and direction in areas of interpretation of policies, practices and procedures as it relates to the duties and responsibilities inherent this position.
2. Billing Department as it relates to meter readings and customer service issues.
3. Operations manager for direction and personnel requests to solve power quality issues & Aclara related equipment matters and customer service issues.
4. Line Personnel, through the direction of operations manager, as it relates to power quality and Aclara related equipment matters.
5. Engineering assistant as it relates to mapping joint pole attachments & billings, and static customer information as it relates to AMR & other Aclara matters.
6. Employees using computer equipment as it relates to as it relates to computer PC, server & network related issues.
7. General Manager for direct request of information and attention to matters related to position.

#### **B. External**

1. Various maintenance vendors as it relates to the repair & upkeep of company warehouse, building or grounds.
2. Aclara for operations matters related computer hardware, software and field equipment.
3. Customers and prospective customers of the Cooperative.
4. NISC Data center.

7/30/2018