JASPER-NEWTON ELECTRIC COOPERATIVE, INC.

Position Responsibility Guide

NETWORK ADMINISTRATOR
Revision Date: September 17, 2025

I.   OBJECTIVES

Under the oversight of the Director of Engineering and Planning (DEP), the Network Administrator will manage and maintain the Cooperative's computer network. The position is also responsible for maintaining Cyber Security, VOIP telephone, IVR, and Business software solutions.

To act as a resource person for the DEP, Assistant General Manager, and/or General Manager on system design and/or network problems. To recommend changes in system design to the DEP.

II.   REPORTING RELATIONSHIPS

Reports to: Director of Engineering and Planning

Responsible for: Assigned Personnel

III.   RESPONSIBILITIES AND AUTHORITIES

1. Install, configure, maintain, test, and troubleshoot the Cooperative's hardware and software pertaining to network operation.

2. Install, configure, and maintain network devices, firewalls, and VPNs, coordinating with the DEP.

3. Evaluate and recommend changes for current and future network requirements to meet the Cooperative's needs.

4. Ensure the Cooperative computer networks meet industry standards and regulatory security requirements.

5. Direct contractors/vendors working on network and security appliance device configurations during implementation and maintenance.

6. Configure and maintain network security systems to protect data from unauthorized users. Identify and resolve security violations and report those to management.

7. Troubleshoot and resolve network access problems.

8. Assist with troubleshooting issues with existing or developed systems and work with the appropriate resources to resolve them.

9. Implement network security policies and procedures as directed.

10. Ensure network (LAN/WAN) security access and protect against unauthorized access, modification, or damage.

11. Support department personnel and users on complex issues and all other knowledgeable areas.

12. Responsible for assigned portions of IT network-related disaster recovery plan including, but not limited to network restoration, security, and critical IT systems.

13. All other duties as assigned.

IV.   RELATIONSHIPS

<u>Internal</u>

1. Director of Engineering and Planning – To work under his/her general direction and to keep him/her informed of all relevant matters pertaining to the job.

2. System Engineer – To assist the System Engineer in the performance of his/her duties as specified by the DEP

<u>External</u>

1. Vendors – To collaborate and assist on matters regarding the network.

2. Members – To maintain a positive and courteous attitude in order to promote a favorable impression of the Cooperative.

3. General Public – To promote a favorable image of the Cooperative in all contact.

Discipline: Network Administration or related field