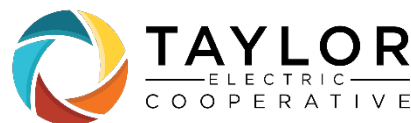


System Administrator Level 2-3



Posted: November 18, 2025

Job Type: Full-Time | **FLSA Type:** Non-Exempt/Hourly

About

Taylor Electric is a member-owned electric cooperative committed to providing safe, reliable power and fiber internet to the surrounding communities. Taylor Electric is looking for an experienced and motivated IT professional who can provide network support. This individual will also provide front-line technical assistance to Cooperative employees and support the technology that powers the operations and improves service for the membership.

Position Summary

The *System Administrator Level 2-3* will primarily provide network support across a dynamic and growing environment to ensure reliability, performance and security of the network infrastructure. This role will also provide front-line primary technical support to employees and members on various technical issues relating to hardware, software and peripherals. The *System Administrator Level 2-3* will have strong technical expertise in networking, systems administration, cybersecurity and excellent problem-solving skills. The ideal *System Administrator Level 2-3* will have proficient knowledge of IT functions and be able to support complex systems.

Work Hours/Conditions

- Work hours may vary but will typically consist of 40 hours a week Monday – Friday.
- May be required to work on short notice or on holidays and weekends during times of high work volume and outages.

Qualifications

- High school diploma or equivalent is required.
- Bachelor's degree in Computer Science, Information Technology or a related field is preferred.
- Eight (8) to fifteen (15) plus years of hands-on experience working in network administration.
- Experience working with or supporting technology in the utility industry is a plus.
- Demonstrated self-motivation and initiative.
- Strong communication and collaboration skills.

Why You'll Love Working at Taylor Electric

- Help deliver reliable power to members in your community.
- Competitive salary and comprehensive health benefits (medical, dental, vision).
- Traditional Retirement and 401(k) plans with employer contributions.

How To Apply

Click [here](http://www.taylorelectric.com/career-opportunities) to access the employment application or visit the career page at www.taylorelectric.com/career-opportunities

Contact: Allison Griffin, HR Manager

Email Address: HR_Personnel@taylorelectric.coop

Website: www.taylorelectric.com

Phone: 325-793-8539

JOB DESCRIPTION

Taylor Electric Cooperative, Inc.

Job Title: System Administrator Level 3
FLSA Status: Non-exempt
Job Codes: TEC: 18H2 | NRECA: 34-4421

Department: Information Technology
Date Revised: January 2022

1. Objective

- a. *System Administrator Level 3* will provide network support to ensure reliability, performance and security of the network infrastructure.
- b. The *System Administrator Level 3* will also provide front-line primary technical support to end users on various technical issues and problems relating to hardware, software and peripherals. *System Administrator Level 3* must have proficient problem-solving skills to diagnose, evaluate and resolve complex problem situations, or when appropriate, escalate or route them to appropriate senior IT staff members.
- c. The *System Administrator Level 3* also performs root cause analysis, develops checklists for typical problems and recommends procedures and controls for problem prevention. This position may require independent work, sharing information and assisting others with work orders.

2. Essential Job Functions

- a. Monitor and maintain network performance using monitoring and diagnostic tools.
- b. Configure, support and troubleshoot routers, switches, firewalls and wireless access points.
- c. Maintain network security best practices including firewalls, intrusion detection and VPN access.
- d. Manage and optimize LAN, WAN and VPN environments.
- e. Resolve help desk issues including troubleshooting hardware and software issues.
- f. Support Active Directory environment.
- g. Manage and install system updates on a routine basis (i.e. patch management).
- h. Provide proficient technical support and consulting in areas such as printer/peripheral device, smartphones and tablets, phone configuration, software applications and telecommunications.
- i. Provide expertise in data base concepts and have ability to run queries using software tools.
- j. Support complex systems on a proficient level. Systems include UPN, MILSOFT (OMS), MDM, CISCO, TWACS, Internet, Intranet, etc.
- k. Support integration of cloud-based services such as AWS or Google Cloud.
- l. Use scripting languages like Python and PowerShell to automate network tasks and processes.
- m. Develop project plans and, where appropriate, leads teams.
- n. Collaborate with other IT personnel to improve network reliability and performance.
- o. Lead large complex application development and support projects.

3. Reports to

- a. Director of Information Technology

4. Supervises

- a. This is not a supervisory position.

5. Job Specifications

- a. Reasoning Ability – Must have the ability to analyze, diagnose and solve complex problems, as well as, prioritize tasks and assignments.
- b. Language Skills – Must have the ability to read, analyze, and interpret modern IT trends. Must be able to speak, read and comprehend the English language. Clear and concise communication is essential for explaining technical concepts and providing user support.
- c. Industry Knowledge – Must be at a proficient level with all IT functions.
- d. Personal Characteristics – Provide exceptional customer service. Possess high emotional intelligence in interpersonal communication and high stress situations. Must be able to complete work assignments independently and with a group as directed. Work requires independent and original thinking. Personal characteristics to include: a team player, high integrity, attention to detail and able to work well with diverse groups of people.
- e. Physical Characteristics – Must be able to lift up to 25 pounds. Must be able to work in tight spaces. Must be able to bend at the waist, kneel, stoop and sit for extend periods of time. Repetition movement, such as typing, is required.
- f. Work Conditions - Work regularly takes place in an office setting with a controlled environment. However, one may be required to work in hazardous conditions, such as a sub-station, on occasion. Work primarily takes place between 7:30 am and 5:30 pm, Monday – Friday; however, overtime may be required in times of high work volume and outages. May be required to work in multiple office locations.

6. Education and Experience

- a. High school diploma or equivalent is required.
- b. Bachelor degree in technology related field is preferred.
- c. Eight (8) to fifteen (15) years or of hands-on experience working in network administration and as an end-user desktop support role or computer operations environment is required.
- d. Deep knowledge of TCP/IP, routing, switching, LANs, WANs and VPNs.
- e. Experience with network devices like routers, switches, firewalls and wireless access points.
- f. Proficiency with Windows and Linux server environments.

7. Licenses and Certificates

- a. Must possess a current driver's license and have and maintain an insurable driving record.
- b. Must be able to become certified in CPR and First Aid (training provided).

8. Remarks

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by IT management.
- b. This position is not eligible for telecommuting.