



## **Title: System Administrator**

VernonCom is seeking a skilled and motivated System Administrator to maintain and enhance our internal IT infrastructure, alongside potential IT management of external customers.

## **Description:**

As System Administrator, you will be responsible for managing and preserving our company's internal IT systems, networks and equipment. You will also assist with exploring IT management possibilities with external customers. You will ensure stability, integrity, and efficient operation of the information systems that support core company functions. This role requires a proactive approach to problem-solving and a strong commitment to serving organizational staff.

## **Potential Responsibilities:**

- Oversee the daily operations of computer systems and networks to ensure they run efficiently and securely.
- Install, configure, and maintain hardware and software, including servers and network devices.
- Manage network servers and technology tools, ensuring network security through access controls, backups, and firewalls.
- Provide technical support to employees, troubleshooting and resolving IT-related issues quickly and efficiently.
- Implement and oversee security measures to protect data and manage access controls.
- Work closely with vendors for equipment and services.
- Train employees on new systems and software, and providing ongoing support and guidance.
- Perform software upgrades and updates to ensure systems are up-to-date.
- Back up data, manage data retrieval and recovery procedures, and ensure data integrity.
- Order, install and implement equipment replacement.
- Assist HR to develop and implementing IT policies and procedures to ensure best practices.
- Monitor system performance, maintaining logs, and reporting on system status and issues.
- Assist NOC in troubleshooting efforts for VernonCom Customers.
- Maintain organizations security system.
- Manage cybersecurity training for staff.
- Oversee Organizations Hosted telephony solution.
- Other duties as assigned.



### **Position Requirements:**

- Associate or Bachelor's degree in Computer Science, Information Service or CNE Certification or equivalent experience.
- Strong personal computer and typing skills required (Word, Excel, Power Point)
- Professional telephone and skills.
- Proficient in office equipment use and installation.
- Excellent verbal and written communication skills.
- Knowledge of email and cybersecurity.
- Knowledge of VernonCom networks and equipment.
- Knowledge of building alarm systems.
- Professional attitude and appearance.
- Ability to work independently and with a team.
- Excellent follow through skills.
- Ability to manage multiple projects and tasks.
- Establish and maintain effective working relations with staff.
- Willingness to work extended hours, weekends and holidays as necessary.
- Participate in on-call rotation.
- Competent in identifying tasks that need to be completed and initiating the necessary activities to complete those tasks.
- A positive disposition is a must!

### **Physical Requirements:**

- Sit for prolonged periods of time.
- Lift and maneuver at least 10 lbs.

**Job Type:** Full-Time, Exceptional Benefits.

**Pay:** Based on experience.

**Work Location:** 103 N. Main Street, Westby, WI 54667

*If you're interested in joining our team, please submit application, cover letter and resume to [aswiggum@vernoncom.coop](mailto:aswiggum@vernoncom.coop).*