



# Opening for an experienced IT Systems Administrator

## **ABOUT THE COMPANY**

The Town of Stowe Electric Department provides electric service to over 4,200 customers in the quaint town of Stowe, Vermont which is a highly desirable tourist and ski resort town. If you are looking to live and work in an area with beautiful mountains, great outdoor entertainment, exceptional schools and a quality of life unsurpassed - than this may be your dream position.

The Department began providing electricity in the year 1911. We are a very progressive and forward-looking utility and we pride ourselves on providing superior customer service to our ratepayers.

## **POSITION SUMMARY**

Stowe Electric Department (SED) is currently in need of a talented individual to join our creative and hardworking team. The IT System Support Engineer is a key member of the SED staff and this individual will use professional expertise and experience to manage, administer and coordinate the information technology functions of SED. In addition, The Systems Administrator will be tasked with exploring and deploying new technology innovations to ensure SED is able to provide its customers with safe, reliable and cost-effective electric service.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Responsible for installation and maintenance of SED's server and network infrastructures.
- Installs, configures, and maintains all Microsoft Active Directory domain, DHCP, DNS, Certificate Authorities and other related security and authentication systems.
- Manages all network devices including, but not limited to the setup and configuration of switches, firewalls, routers, as well as various field network technologies and IOT devices.
- Installs and maintains virtualized environments using VMWare or other hypervisor technologies.
- Installs configures and maintains Windows and Linux Operating Systems, i.e. Red Hat Linux Enterprise Server/Centos or Ubuntu.
- Installs and Maintains data storage systems and maintains data center infrastructure (racks, UPS, power consoles, etc).
- Develops, implements, and maintains initiatives to ensure system availability, performance, design and support.



- Works with the General Manager and Controller in preparation of and maintenance of the annual IT budget.
- Develops and implements preventative maintenance programs according to established standards and schedules.
- Manages remote access security including but not limited to VPN access and Web based access.
- Creation, renewal and installation of SSL certificates.
- Creation and maintenance of all processes and procedures including the development and implementation, enforcement of policies, procedures and standards for the server and LAN environment.
- Creates and maintains complete documentation, drawings, etc. for all IT procedures. Maintain change control documentation.
- Responsible for wireless devices including but not limited to evaluating and recommending hardware and operating system software requirements, setting up access, security and availability (Android, Honeywell, Metersense, Mass 360).
- Maintains reliable connectivity to an ISP for internet access including but not limited to maintaining contracts, quality of service and planning disaster recovery access.
- Evaluate and make recommendations regarding hardware and software replacement, upgrades and maintenance.
- Responsible for selection of vendors and negotiation of contracts.
- Liaison for regulatory matters associated to IT, including IT security and data management.
- Development and ongoing evaluation of disaster recovery protocols, system security and regulatory compliance.
- Manage and maintain AMI and MDM systems along with all other Smart Grid related technology.
- Creation and maintenance of a multi-year plan for Information System's needs.
- Provide data to various stakeholders as requested or on a scheduled basis, (General Manager, PUC, Operations, Efficiency Vermont, etc).
- Maintenance of company website and social media including creation, updates, announcements, etc.
- Maintains up-to-date knowledge of IT operating procedures and standards.
- Provides "on-call" support for server and LAN systems software and equipment.
- Oversight of EV charging station hardware and software including daily monitoring of units and help desk management.



- SED phone system management.
- Collaborate across SED to ensure that employees have all necessary materials and equipment; and secure resources in a timely manner to avoid undue project delay and cost to SED.

#### **NECESSARY SKILLS AND EXPERIENCE**

- Bachelor of Science in Computer Science, IT or related field.
- One or more industry recognized IT certifications preferred (examples): Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Systems Administrator (MCSA), A+, Network+, Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH)
- Direct experience with network design and routing protocols.
- Direct experience with setup and configuration of firewalls: Fortigate.
- Prior knowledge and configuration of Cisco, Ubiquiti, and FortiNet networking equipment preferred.
- Prior experience with Mobile Device Management (MaaS360, Microsoft Intune, etc...) in an Android environment preferred.
- Ability to present technical presentations and to provide training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to multi-task, work with minimal supervision and adapt quickly to changing priorities and deadlines.
- Basic SQL Server and MySQL administration and ability to design and run SQL queries.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Experience with cybersecurity and PCI compliance preferred.
- Direct experience with Linux Operating Systems, i.e. Red Hat Linux Enterprise Server
- Experience with the creation, renewal and installation of SSL certificates.
- Experience with Electric utility and/or metering is highly desired.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear.



The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate. Employees in this position will occasionally be exposed to outdoor weather conditions such as, heat, cold, rain or snow.

The Department is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws.

By applying for this position, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the team with a positive and ethical attitude.

Compensation:

- \$70,000 - \$90,000 depending on experience
- Stowe Electric Department offers an extremely generous benefit package which includes health insurance, life insurance, short & long term disability and 401a plan

Interested parties should forward a cover letter and resume:

Ellen Burt, General Manager  
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