



Opening for an IT Systems Administrator

ABOUT THE COMPANY

The Town of Stowe Electric Department provides electric service to over 4,400 customers in the quaint town of Stowe, Vermont. 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 Systems Administrator 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:

- Day-to day management and support of IT functions.
- Ensure the reliability of computer software & hardware.
- Evaluate and make recommendations regarding hardware and software; replacement, upgrades, and maintenance.
- Coordination and management of hardware and software; replacements, upgrades, and maintenance.
- Responsible for full project lifecycle of IT projects.
- Advise and participate in selection of key vendors and developers.
- Advise and participate in negotiation of contracts with vendors and developers.
- 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.
- Coordinate external developers and technical support teams, ensuring that project goals are achieved and schedules maintained.
- Daily monitoring of backups, servers and network.
- Creation and maintenance of the Cyber Security program
- Maintaining a multi-year plan for Information Systems needs.
- Implementation and training of IT best practices.



- Monitor meter events and coordinate with Director of Operations as needed.
- Oversight, creation and maintenance of the Stowe Electric website.
- Maintaining the content on website (Twitter, news etc.).
- Oversight of EV Charging stations hardware and software.
- Maintaining PCI Compliance.
- Ongoing IT and utility training.
- Maintenance and backup for management of our outage management system

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in IT or Energy
- Minimum three years of experience as a systems administrator or in an IT environment
- Ability to work as a team member and/or independently
- Interpersonal skills and proficiency in oral and written communications
- AMI, relay, recloser, gate keeper and utility experience preferred
- Electrical and/or engineering background preferred

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 company 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:

- \$85,000 - \$95,000 depending on experience
- Stowe Electric Department offers an extremely generous benefit package that adds an additional 40 – 62% value to an employees total compensation package. Benefits include; health insurance, life insurance, dental insurance, short & long term disability, 401(a) and 457(b) plans, and holidays. Additionally, SED offers employees an abundant amount of Paid-Time-Off (PTO) which includes 7 weeks of PTO by the end of the first year.

Interested parties should apply on Indeed (preferred) or forward a cover letter and resume by May 20th:

Ellen Burt, General Manager

Stowe Electric Department

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