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## **SYSTEM ADMINISTRATOR - REMOTE**

Talquin Electric Cooperative, Inc. is a non-profit electric, water, and wastewater utility located in Quincy, FL that serves portions of Gadsden, Leon, Wakulla and Liberty counties. We are seeking to direct hire a full-time Remote Systems Administrator with diverse experience.

Our team consists of 5 people and we support the Corporate and Smartgrid systems for ~200 employees, and ~50k customers. We have approximately 70% Windows Servers, and 30% Linux or Unix servers. We operate in a high security environment with high visibility. This position will spend 85% of their time on projects, automation, and maintenance with the final 15% on support. The ideal candidate would have a strong background in Powershell, have a passion for automation, and could create and maintain detailed documentation.

We adopt new technologies and practices frequently, encourage on the job training as well as paid formal training. We encourage cross departmental, and cross team training, including overlap with security and networking.

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### **RESPONSIBILITIES:**

Primary:

- Disaster Recovery – planning, implementation, testing, and maintaining
- Patching – OS, and Server Applications (SQL, Exchange, etc)
- Automation of processes to drive efficiency
- Project Implementation
- General Windows Administration

Secondary:

- General Linux Administration (Will train if required)

### **REQUIRED SKILLS & EXPERIENCE:**

- 3+ years of Windows Server Engineering/Administration
- 3+ years of VMWare vSphere (ESXi, vCenter) Administration
- 3+ years Active Directory Administration
- A solid understanding of Powershell & experience using it to automate tasks
- Strong Organization Skills

### **DESIRED SKILLS & EXPERIENCE:**

- Veeam Backup and Recovery Administration

- Windows Services Administration – Certificate Services, WSUS, DFS, ESAE
- Linux System Administration
- DevOps Experience
- Docker/Podman experience
- Any of the following: Ansible, Python, Saltstack, Chef

**COMPENSATION:**

- Competitive Salary commensurate with qualifications and representative of the market
- Paid Sick Leave and Paid Vacation
- Excellent Medical, Dental, and Vision Insurance (High Coverage, Low Cost)
- Cooperative paid life insurance (3x employee salary)
- Cooperative paid BTA & LTD coverage
- 401K (3% base + employer matching up to an additional 5%)
- Defined benefit (Pension) plan
- Paid Cell Phone with unlimited data and hotspot
- Selection of high-end computing equipment and accessories
- Paid Technical Training, Certifications, and Leadership Training
- College Tuition Reimbursement

Please send a cover letter and resume to [humanresources@talquinelectric.com](mailto:humanresources@talquinelectric.com) by **5:00 pm on Friday, July 30, 2021.**

*An Equal Opportunity Employer  
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.  
Quincy, Florida

POSITION DESCRIPTION

SYSTEM ADMINISTRATOR

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

Must have a high school diploma or its equivalent. College, trade school courses, or certifications in IT or adjacent fields are preferred. Requires a valid driver's license. Work experience with implementing, supporting, and troubleshooting complex environments. A minimum of 3+ years' experience as a Windows Domain Administrator is required. Must have experience implementing, monitoring, maintaining, and troubleshooting at least two of the following: currently supported versions of Windows Server, Windows Desktop OS, Active Directory, VMware vSphere, and Linux OS (RHEL derived preferred). Must have experience with automating tasks using a scripting language such as PowerShell, Python, Ansible, or equivalent. Must have excellent communications skills, including the ability to generate documentation. Must be able to work in a general office environment, which at times will demand unusual working hours as well as occasional travel outside the system. Must be able to work remotely without direct supervision and still accomplish responsibilities in a timely manner.

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. This position does not require a primary residence located within a 30 minute drive of any Talquin Electric office facility, but a System Administrator may be required to report to the Cooperative's service area on short notice. Must have an established 40 hour per week work schedule between the hours of 7:00 a.m. and 6:00 p.m. Monday-Friday, Eastern Time.

II. PHYSICAL REQUIREMENTS:

With or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment including typewriters, computers, etc. Must be able to work seated or standing, as appropriate, at desk and counter height positions for extended periods. Must be able to lift and move supplies, equipment, etc. up to 30 pounds. Must be able to lift supplies, documents, records, etc. and place in proper storage compartments, some of which are overhead. Must be able to talk and hear at conversational levels. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVES:

To implement, support and troubleshoot advanced information technology systems.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent, and timely manner.
- B. Ensure that Cooperative systems and services are configured to secure baselines, optimized, updated, and documented.
- C. Design and implement technical solutions as required by the Cooperative individually and as part of a team.
- D. Keep abreast of latest technologies as it relates to job requirements, maintaining awareness through industry trends, training, and participation in industry groups.
- E. Develop and document policy, procedures, standards, and baselines related to assigned responsibilities.
- F. Identify ways to improve efficiency through use of technology.
- G. Provide technical support to Cooperative internal users and members.
- H. Maintain disaster recovery planning, processes, documentation, and testing.
- I. Promote positive relationships, and work well with all personnel, members, and general public.
- J. Perform other tasks as assigned or requested.

V. RELATIONSHIPS:

- A. Reports to: Manager of Information Technology
- B. Directs: None
- C. Coordinates or cooperates with:
  - 1. Departmental team members
  - 2. Cooperative Employees: Maintain the best possible working relationships
  - 3. Members and General Public: Maintain and promote the safety and good will of the Cooperative

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The System Administrator is responsible to the Manager of Information Technology or their designee to perform the responsibilities within the scope of this position, as required.
- B. The System Administrator shall be accountable to the Manager of Information Technology or their designee for the efficient performance of these duties.
- C. The System Administrator shall secure approval of the Manager of Information Technology or their designee in making decisions when policies are unclear, inadequate or require interpretation.