

JOB DESCRIPTION FORM

Division/Department	Administration
Location	Holdrege /Gothenburg
Job Title	Systems Administrator
Reports to	Senior Systems Analyst

Salaried	Type of position:	Hours <u>40</u> / week
	☒ Full-time	☒ Exempt
	☐ Part-time	☐ Nonexempt

POSITION DESCRIPTION

The System Administrator supports and maintains CNPPID's information technology infrastructure, ensuring reliable, secure, and high-performance systems that support both corporate and operational needs. This role is responsible for managing servers, virtualization platforms, network equipment, Microsoft 365 services, cybersecurity tools, and specialized OT/SCADA-adjacent systems. The System Administrator works with engineering, telecommunications, and corporate management to maintain critical systems that support CNPPID's power generation, irrigation operations, and business functions.

EDUCATION AND EXPERIENCE

REQUIRED QUALIFICATIONS

1. Bachelor's degree in Computer Science or Management Information Systems, or equivalent experience.
2. Proficiency with Windows Server, Active Directory, virtualization, and enterprise networking.
3. Ability to manage multiple tasks, prioritize work, and communicate technical issues clearly.
4. Maintain a valid Nebraska driver's license with a responsible driving record.
5. Subject to a Personal Risk Assessment.

ESSENTIAL JOB FUNCTIONS

1. Manage, monitor, and maintain Windows and Linux servers across physical and virtual environments, including the OT/SCADA network.
2. Evaluate new technologies and recommend solutions that enhance reliability, security, or efficiency.
3. Provide support for corporate users, remote sites, and field operations.
4. Administer Active Directory, Group Policy, DNS, DHCP, and related identity services.
5. Support Microsoft 365, Azure AD, Exchange Online, SharePoint, and Endpoint Management.
6. Document systems, configurations, network diagrams, and procedure
7. Participate in hardening, compliance, and risk-mitigation efforts following NIST, CIP, and internal standards.
8. Manage and maintain district-wide backup solutions for servers, applications, and critical data.
9. Assist with maintaining VOIP and microwave communications throughout the District.

OTHER POSSIBLE JOB FUNCTIONS

1. Perform other duties as assigned.

WORK ENVIRONMENT

- Occasional unusual working hours primarily due to unplanned outages and equipment failures
- Mild work stress associated with time pressures, emergency situations, and/or changes in work priorities
- Occasional interruptions and distractions to planned work.
- Work may include travel to district offices, hydroelectric facilities, remote sites, and operational locations.

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs		X		
11-15 lbs		X		
26-50 lbs		X		
51-75 lbs		X		
76-100 lbs	X			
+100 lbs	X			

SEEING	Never	Occ	Freq	Cont
Near Vision			X	
Far Vision		X		
Color Vision			X	

	Never	Occ	Freq	Cont
VERBAL COMMUNICATION			X	

REACHING	Never	Occ	Freq	Cont
Out			X	
Overhead		X		
Low (below knees)		X		

CLIMBING	Never	Occ	Freq	Cont
Stairs		X		
Ladder		X		
Other		X		

AGILITY	Never	Occ	Freq	Cont
Balancing		X		
Bending Over		X		
Carrying		X		
Crawling		X		
Eye/Hand/Foot Coordination			X	
Grasping		X		
Kneeling		X		
Pulling		X		
Pushing		X		
Sitting			X	
Standing			X	

REVIEWED BY	Eric Hixson; Staff Personnel Comm	Date	7/16/2026
APPROVED BY		Title	General Manager
DATE APPROVED			
REVISED DATE			