

Floresville Electric Light & Power System

Information Technology (IT) Manager/Director

Position Details

Eligible Applicants:	Open to the Public
Job Status:	Full-Time
Pay Status:	Exempt
Typical Schedule:	8:00 a.m. – 4:30 p.m., Monday through Friday
Open Date:	September 1, 2023
Close Date:	Open Until Filled
Advertised Salary:	Salary offered commiserate with qualifications.

Job Summary

The purpose of this position is to install, purchase, and maintain computer hardware, software, and networks. This is accomplished by serving as a network administrator; setup and maintenance of servers; maintenance and monitors power supply's; provides training and consultation; making recommendations for future planning and development; purchases computers and software; keeps up with updates, trends, and firewalls; provides customer service to all users; prepares various reports; prints company identification badges; attends conferences and trade shows; creates system models; and assist others in the company during power outages and work projects. Other duties include managing the telephone system; radio system, administering marketing and graphic design; makes presentations at conferences or public functions; and provides on-call support. Administration of corporate website. Oversees all other IT/Technology personnel's daily work and production, evaluates staff, approves time, approves purchase authorizations up to \$5,000.00, recommends project priorities, recommends hiring, discipline, and promotions. Develops and supplies technology plan and budget to Manager. Additional other duties may be assigned, based on organizational need.

Essential Functions

- Trains and monitors employees for using proper established procedures and tasks; works with vendors and engineers on equipment, backbone services, etc.; manages the enterprise system, servers, supports employees with software issue's, provides technical support as needed, research's new technology and corrections for problems in hardware and software, and develops and maintains technology plan. Oversees IT/Technology personnel daily work and production.
- Acts as network administrator by purchasing, installing, training, and repairing computers, servers, copiers, and faxes; provides security updates for software; patching firmware and firewalls; works with vendors on equipment, upgrades, training, licensing, monitors and maintains backup power supplies, etc.; and prepares various reports.
- Manages security duties by overseeing network and employee security activity; retrieves phone logs for consumer accounting; supervises access control at gates and buildings; manages cameras across buildings and grounds; and enrolls and removes employee's identification badges and fingerprints. Evaluates staff.
- Manages power outages by administering software and hardware; working with vendors to build connectivity with multiple systems; provides support and training for employees, dispatchers, and on-call crews.

Minimum Qualifications

Required education and experience:

- Bachelor's degree preferably, in computer science, systems engineering, or a similar area of study
- Five years or more in IT field; at least 3 years of supervisory experience.
- Business (IT) and Operational Technology experience in the utility industry.
- Experience with Business Computing (Office suite), Project Management (SCRUM, Agile/Kan-Ban, PMP, etc), System Administration (Server+), Advanced Meter Infrastructure Administration (AMI), and proven Leadership Skills.

Preferred Skills:

- ITILv4, SixSigma, Network Administration (Network+), CyberSecurity (Security+)

Physical Demands and Working Conditions

The employee will be required to work both in an office and outdoor setting. Physical requirements include, but are not limited to, standing, sitting, walking, lifting up to 50 pounds, fine dexterity, vision, hearing and talking. Post job offer physical, driving record, background check, and drug screen required.