



AN EQUAL OPPORTUNITY EMPLOYER

# Job Opening

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## Information Systems Administrator

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**Reports to:** Controller

**Department:** I.T.

**Classification:** Salary (exempt)

**Grade:** 13 \$68,500 - \$85,000

**Area of Responsibilities:** Direct and oversee the planning, maintenance and operation of all information and communication hardware and systems. Supervise staff and manage the company's technology operations and the implementation of new IT hardware and systems and recommend, establish and enforce related policies. Other duties may be assigned as required.

**Essential duties include:**

- Provide expert skill and knowledge to: install, maintain, troubleshoot, repair computer network hardware, PCs, radio communications, remote telemetry units, SCADA, and voice communications.
- Oversee the installation, upgrading and maintenance of software used by the company including operating systems, directory services, user services, VPN branch tunnels, SCADA system integration, telephone systems, and web page administration.
- Recommend, install, maintain and optimize computer network and servers.
- Responsible for Intranet and Internet administration.
- Develop, document, monitor and administer company security.
- Develop, document and maintain disaster recovery plan.
- Analyze the business requirements of all departments to determine their technology needs. Purchase efficient and cost effective technological equipment and software.
- Inspect the use of technological equipment and software to ensure functionality and efficiency. Develop, monitor and enforce retention policy for electronic information. Provide new equipment and hardware systems requisition recommendations including replacement schedules.
- Oversee the licensing and documentation of all software being used.
- Develop annual budget for IT spending relating to licenses, support, maintenance and 3<sup>rd</sup> party consulting fees. Negotiate contracts and maintain strong network of vendors, consultants and contractors.
- Work closely with and maintain good working relations with employees / end-users.

- Supervise staff including hiring, mentoring, directing, and training.
- Be able and willing to work emergency off-shift, overtime, and take 'call-outs' as needed.

**Qualifications:**

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities to perform the job duties successfully. An Associate's degree or equivalent from two-year college or technical school required with a bachelor's or master's degree in computer science or related field preferred. A minimum five years related experience and/or training; or equivalent combination of education and experience or certifications. Must have demonstrated leadership and management skills. Must possess a valid Ohio Motor Vehicle Operator's License with acceptable driving record.

**Physical Demands:** Reasonable accommodations that do not cause an undue hardship may be made to enable individuals with disabilities to perform the essential functions.

**Benefits:**

*We offer an excellent benefit plan that includes health, dental, vision, life and disability insurance. Paid time off benefits include personal time, sick time, and vacation time. In addition to our pension plan we offer a 401(k) and a Roth Plan.*

Submit resumes to: [information@delcower.com](mailto:information@delcower.com)

Del-Co Water Co., Inc.  
6658 Olentangy River Rd  
Delaware, OH 43015

**Deadline: Until Filled**

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