



**KERRVILLE  
PUBLIC  
UTILITY  
BOARD**

## **JOB DESCRIPTION**

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**TITLE:** Network Administrator

**GRADE:** 9

**DEPARTMENT:** Information Technology

**REPORTS TO:** Supervisor of IT Services

**POSITION STATUS:**

Full Time  Part Time  
 Exempt  Non-Exempt

### **JOB SUMMARY:**

Under general direction, provides a full range of technical support, system, network, security, and database administration responsibilities. This position requires a broad understanding of information technologies and infrastructure, hardware and software systems, and cloud-based services.

### **RESPONSIBILITIES:**

- Network/Systems administration: assists with planning, implementing, maintaining and monitoring the network infrastructure, including hardware and software problems pertaining to LAN/WAN/Wireless. Includes vSphere, SAN, and telephony systems administration.
- Security administration: assists with planning, implementing and maintaining security systems, including network security, SIEM administration, XDR, security camera system, access system, etc.
- Provide support of vulnerability management, server patch management and second-level support for endpoint patch management.
- Work with KPUB Management, and other departments to provide technical support and assistance to users, according to business needs.
- All other assignments as directed by supervisor or General Manager/CFO.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from a four-year college or university in Information Technology, Computer Science, Computer Engineering or related field preferred, or at least four years' experience in network and systems operation and support, database administration, and PC hardware and software support
- Thorough knowledge and experience with VMware vSphere and WorkspaceONE, SAN technology, Windows/Linux server environment, networking (preferably Cisco), Microsoft Active Directory, Exchange, SQL Server, Group Policy, SolarWinds. Prefer experience with electric utility information systems, such as OMS, IVR, GIS, and AMI.
- Experience with security frameworks, maturity models, etc.

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**Reviewed By/Title:** Robby McCutcheon, Director of IT

**Approved By/Title:** Tammye Riley, Director of Operations

**Last Revised Date:** April 22, 2024

**Date Issued:** August 16, 2017



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- Security+, VMware, Microsoft, and Cisco certifications preferred.
- Ability to work effectively as a member of a team and establish and maintain effective working relationships.
- Ability to prioritize competing requests for service.
- Communicate effectively orally and written.
- Possess a valid Texas Driver's license and have a good driving record
- Must be physically and mentally able to perform the essential functions of the job described with or without reasonable accommodation, including being able to lift up to 50 pounds of materials.
- Bondable.

### EMPLOYEE STATEMENT OF UNDERSTANDING:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB's ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Current Job Title

***This signed job description will be placed in your personnel file.***

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