



POSITION DESCRIPTION

Job Title: Information Technology Administrator
NRECA Job Code: 34-3361/34-4341
Reports To: Manager of Information Technology
Classification: Exempt, non-union, salary, overtime ineligible
Updated: 2026

OBJECTIVE

To lead Beltrami Electric Cooperative (BEC) cyber-security initiatives. Administer and maintain BEC's enterprise IT equipment, computers, networks, and servers. Provide technical assistance and support to all BEC employees and affiliates.

RESPONSIBILITIES:

- Lead BEC end-user security and cyber-security initiatives. Monitors security events from servers, firewalls and intrusion detection sensors (IDS) for potential security breaches or violations of policy. Investigates security breaches and provides recommendations to the IT Manager and CEO regarding remediation and/or discipline. Provide end-user security training and awareness programs. Act as internal auditor for PCI Compliance. Plans and schedules internal/external vulnerability scans/testing.
- Provide support for end-users of desktops, laptops, tablets and other miscellaneous equipment.
- Assist in the administration of servers/networks/infrastructure systems.
- Participates as requested in management team meetings and makes recommendations to management with regard to cybersecurity, making recommendations to ensure security initiatives are met.
- Provide assistance with special projects for various departments of BEC, including the research, development and design of applications and reports.
- Provide troubleshooting, configuration, repair, and recommendations to management of PCs, servers, printers, AV equipment, laptops, mobile devices, IP Phones, cellular phones, networking equipment, as well as BEC specific software suites.
- Performs other activities as assigned by IT Manager.

RELATIONSHIPS

- IT Manager—to function under his/her direct supervision and support the everyday operations of BEC.
- Directs the IT Technician, IT vendors and contractors.
- Management—consults and proposes changes to security policies, procedures and security needs. Provides feedback on strategic initiatives and themes.
- Other employees—to work with fellow employees to help BEC maintain a high level of productivity, security and service.

- Board of Directors – provide technical support.
- BEC Members—to maintain courteous and cooperative relationships with members, to assist and help solve member's problems or complaints. Also provides support of the BEC Community Room.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Degree or certification in Computer Science, Information Technology or related field; or equivalent combination of education and experience that enables performance of all aspects of this position.
- 2-4 years' experience in desktop administration - Knowledge of desktop imaging, group policy and updating inventory.
- 2-4 years' experience in network and server administration. Knowledge of TCP/IP, Active Directory, Exchange, MSSQL.
- 1-2 years' experience in cyber-security initiatives.

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, employees, BEC Members, and the general public.

COMMUNICATION SKILLS

- Ability to effectively communicate with managers, employees, and BEC members. Ability to coordinate with vendors and other agencies in support of BEC projects and initiatives. Excellent listening skills. Responds appropriately and respectfully.

REASONING ABILITY

- Ability to manage changing priorities, manage multiple, on-going activities and work independently. Ability to identify problems with limited information and implement effective solutions. Ability to handle confidential matters with sensitivity. Ability to interpret and apply commonsense understanding in order to carry out instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid Minnesota driver's license is needed to operate BEC vehicles.

OTHER SKILLS and ABILITIES

- Proficiency in the use of a telephone system, personal computers, servers, network components, telecommunications, printers, calculator, copy machine, and fax machine is required. Ability to work with specific computer software and familiarity with industry-specific terminology is necessary. Must possess excellent time management skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.
- Employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts.

Disclaimer

The duties identified above cover the major responsibilities of this position. These are not intended to cover each and every aspect of the position. At times, the scope and responsibilities of any given position may change or be temporarily altered and the employee may be required to perform additional or different tasks. The basic requirement of every position with Beltrami Electric Cooperative is to perform all tasks as assigned by the Supervisor.

NOTE: All job specifications and applicant qualifications will be reviewed to assure compliance with the Americans with Disabilities Act.

Manager/Supervisor

Date: _____

Employee

Date: _____