

Federated Energy Services Cooperative, Inc.

Effective Date: June 2019

Job Title: Manager of Information Services	Dept: Administrative Services
Reports To: Director of Administrative Services	

Position Summary:

The IS Manager works within all areas of both LMRE and NCEC to grow the cooperatives use of technological resources while overseeing and maintaining all technical aspects of the cooperatives. Employee is under the general supervision of the Director of Administrative Services.

Essential Duties and Responsibilities:

- Establish both cooperative's technical vision and lead all aspects of the company's technological development. Coordinates both cooperative's strategic technological development, and future growth.
- Develop and provide technical training of all cooperative personnel.
- Collaborate with the appropriate departments to assess and recommend technologies that support company organizational needs.
- Collaborate with peer organizations and cooperative employees to develop new and enhance existing system development and support policies, standards, and procedures.
- Evaluate, recommend, plan, and implement new technology in coordination with Director of Administrative Services in view of organization plans and objectives for both cooperatives and subsidiaries.
- Identify, evaluate, select, and deploy appropriate technology platforms for delivering the cooperative services.
- Ensure technical problems are resolved in a timely and cost-effective manner.
- Availability by phone to assist with periodic IS/IT maintenance issues.

All Employee Responsibilities:

- Conveys the Cooperative's mission and values to members through interactions and approach to responsibilities.
- Assist in achieving a high degree of teamwork by performing all other duties and tasks as assigned.
- Maintain a clean, neat and orderly working environment.
- **Perform other duties and tasks as assigned.**

Job Knowledge, Skills and Abilities:

1. Bachelor of Science Degree in related field and at least 5 years of experience in Information Technology.
2. Relevant experience and/or military service may be substituted for education requirements.
3. Must have good working knowledge with a wide range of current and emerging technology.
4. Working knowledge of both Windows Server and Linux preferred.
5. Experience with SQL databases: administration, querying, security, backups, restores.
6. Experience with Office 365 preferred.
7. Must have a valid driver's license.
8. Ability to articulate ideas to both technical and non-technical audiences.
9. Superior analytical, evaluative, and problem-solving abilities.

Working Conditions:

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. Frequent travel between Attica and Wellington will be required, as well as occasional travel both in-state and between states for training and conferences.

Comment: This is a general description of the responsibilities and duties of this position. It is not intended to be an all-inclusive list.