

Norris Public Power District is accepting applications for:

**Manager of Network & Information Systems**

This position is located at the General Office in Beatrice, Nebraska.

This position is responsible for planning and implementing the technology infrastructure, cybersecurity infrastructure, and application software needed to meet the organization's business objectives. This position works closely with other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the District. This position is also responsible for creating and implementing Information Technology (IT) and Operational Technology (OT) policies, procedures, and best practices.

Interested applicants should mail or email their resume with work experience to:

Norris Public Power District  
Attn: Jamie Niederklein  
P.O. Box 399  
Beatrice, NE 68310  
[hr@norrisspower.com](mailto:hr@norrisspower.com)

*Norris Public Power District is an Equal Opportunity Employer. Equal opportunity will be extended to all applicants for employment regardless of race, color, religion, national origin, sex, pregnancy, age, disability, genetic disposition, past or present military service, gender identity, or sexual orientation. All employment decisions are based on education, qualifications, and experience.*



# Norris Public Power District

## Job Description

<b>MANAGER OF NETWORK &amp; INFORMATION SYSTEMS</b>	
Location:	Main Office
Department:	Management Information Systems
Reports to:	Manager of Engineering
Type:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly
Date Adopted:	June 1, 2010
Previous Revision Date:	May 2021
Last Revision Date:	May 2023

### POSITION DESCRIPTION

This position is responsible for planning and implementing the technology infrastructure, cybersecurity infrastructure, and application software needed to meet the organization's business objectives. This position is responsible for working closely with other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the District. This position is also responsible for creating and implementing Information Technology (IT) and Operational Technology (OT) policies, procedures, and best practices.

### MAJOR AREAS OF RESPONSIBILITY

#### 1. Information Systems

### SPECIFIC RESPONSIBILITIES

#### 1. Information Systems

- a. Analyzes, operates, troubleshoots, and maintains the District's information systems. This includes but is not limited to hardware, software, communications, and external equipment used in District business operations.
- b. Operates and maintains the District's load control program.
- c. Installs, programs, maintains and trouble shoots District AML meters.

- d. Installs, programs, maintains and trouble shoots various types of communications and control equipment associated with the District's load control, SCADA, and AMI systems.
- e. Responsible for planning and operating the District's Operational Technology network.
- f. Responsible for planning and implementing Cybersecurity measures on both Information Technology and Operational Technology infrastructures.
- g. Responsible for maintaining and operating the virtual infrastructure of the District.
- h. Performs routine network and database administration.
- i. Responsible for the purchase of office computers and servers.
- j. Assists other departments, as necessary.

### **JOB REQUIREMENTS**

- 1. Must be able to communicate effectively with all District employees, customers and vendors in person and using electronic communication devices.
- 2. Must possess strong organizational skills and be able to effectively plan and make decisions to maintain a smooth workflow within the District.
- 3. Must be able to read and write with a high degree of accuracy and be able to understand labels, drawings, and specifications as well as possess the ability to interpret technical manuals and wiring diagrams.
- 4. Must have a high degree of proficiency in the operation of personal computers.
- 5. Ability to work independently and be self-motivated.
- 6. Ability to logically prioritize work while managing multiple deadlines.
- 7. Must be able to operate electrical, electronic, and mechanical maintenance tools and equipment.
- 8. Maintain a valid Nebraska driver's license and the dexterity to operate a motor vehicle.
- 9. Demonstrates regular and predictable attendance and punctuality.

### **EDUCATION AND QUALIFICATIONS**

- 1. Bachelor of Science degree in Computer Science or similar computer related degree.
- 2. A minimum of 10 years of experience in a related field is preferred.
- 3. Microsoft or other industry certifications is a plus.

### **PHYSICAL DEMANDS**

- 1. Must be able to remain in a stationary position 75% of the time.
- 2. Must be able to frequently move about inside the office to access file cabinets, office machinery, etc.
- 3. Constantly positions self to operate office equipment and access files.

4. Frequently moves equipment and files weighing up to 50 pounds across office.
5. Must be capable of working irregular hours.

### WORK ENVIRONMENT

Working conditions include both an office environment as well as time in the field. Field work will be subject to adverse weather conditions and uneven surfaces.

### DISCLAIMER

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

### APPROVALS

General Manager <i>Bruce Vitosh</i>	Date <i>May 2, 2023</i>
Department Manager <i>Jerry A. Ems</i>	Date <i>May 2, 2023</i>