

Classification: Non-union
NRECA Job Code: 34-4421
Department: Information Technology
Reports To: Chief Information Officer

FLSA Status: Exempt
Employment Status: Full-time
Location: Bismarck
Supervises: N/A

DISCLAIMER:

THIS IS NOT INTENDED TO CREATE A CONTRACT OR BE AN ALL-INCLUSIVE LIST OF DUTIES. THIS DESCRIPTION MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. IN ORDER TO MAXIMIZE FLEXIBILITY AND EFFICIENCY, EMPLOYEES MAY BE ASSIGNED ADDITIONAL DUTIES AS DEEMED NECESSARY. ALL PRIOR POSITION GUIDES OR DESCRIPTIONS FOR THE ABOVE LISTED POSITION ARE HEREBY REVOKED AND SUPERSEDED.

PURPOSE FOR THE POSITION:

This position assists the Innovative Energy Alliance (IEA) information technology department with providing prompt and efficient service and support for the member cooperatives of the IEA.

QUALIFICATIONS AND EXPERIENCE:

To perform effectively in this position a bachelor's degree in computer science or 5-10 years of directly applicable experience are required. Excellent organizational, verbal, written communication, and time management skills are required. Experience in the utility industry is preferred.

CORE COMPETENCIES:

- Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Review and abide by established policies and procedures of IEA, the cooperatives, and associated entities.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Accept and adapt positively to changes in the position within IEA, the cooperatives, and associated entities. Develop a commitment to accept ongoing change.
- Be a positive influence within and outside IEA, the cooperatives, and associated entities.
- Support IEA's mission by staying current with information to cultivate and positively project IEA's philosophy.
- Provide leadership that stimulates a high standard of morale among employees of the office by use of team spirit and enthusiasm.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments.

ESSENTIAL JOB FUNCTIONS:

1. Develop and maintain a strong professional relationship with the member cooperatives of the IEA.
2. Assist in the management of computing and information technology strategic plans, policies, programs, and schedules for business and finance data processing, computer services support, network communications support, radio/phone communications, AMR and management information services and networks to accomplish corporate goals and objectives within the member cooperatives of the IEA.
3. Assist in the development, design, and implementation of new applications.
4. Complete updates to existing computer systems and software packages (ex. AMR, new computer software and Radio/Phone communications).
5. Maintain the information and data integrity of the member cooperatives of the IEA.
6. Contribute to the development of strategic plans and implementation of the objectives of the information technology department.
7. Ensure IEA objectives align with the needs of the member cooperatives of the IEA to create the most responsive outcomes.
8. Assist in the development of information technology policies and procedures.

9. Participate in the preparation of goals that capture, store, organize, and disseminate information efficiently within the member cooperatives of the IEA.
10. Ensure the security of the information systems, communication lines, and equipment within the member cooperatives of the IEA.
11. Continuously research new technologies, weighing the value for the member cooperatives of the IEA.
12. Provide relevant learning and education programs for the member cooperatives of the IEA.
13. Perform other duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

PHYSICAL REQUIREMENTS	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Seeing: Read documents and computer screen and operate vehicle.				X
Hearing: Communicate in person and via telephone.				X
Standing/Walking:			X	
Fingering/Grasping/Feeling: Use of pen, keyboard				X
Climbing/Stooping/Kneeling, etc.: Stairs			X	
Lifting: Able to lift a maximum of 50 pounds from the floor			X	

WORKING CONDITIONS:

LOCATION	0 - 24%	25 - 49%	50 - 74%	75 - 100%
Indoors, In an Office			X	
Indoors, Warehouse/Shop		X		
Outdoors, Moderate/Extreme Weather Conditions	X			
Working at Heights greater than 5 feet above the ground.	X			

REMARKS:

This position is an “At Will Position” as defined by the State of North Dakota. This means your employment can be terminated at any time with or without cause and with or without notice. I have read my Position Description and understand my assigned responsibilities and have been given a copy of this Position Description. I also certify by my signature below that I can perform the essential functions of this position description either with or without reasonable accommodation.

Accepted by: _____
Employee Date

Approved by: _____ Date _____
Chief Information Officer