



## OEConnect, LLC.

A wholly-owned subsidiary of Otsego Electric Cooperative, Inc.

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P.O. Box 128  
Hartwick, NY 13348-0128  
Telephone: (607) 293-6622  
Fax: (607) 293-6624

August 13, 2019

Dear Applicant:

Do you want to design, implement, and maintain a network for a fast-growing fiber optic internet and voice company located near beautiful and historic Cooperstown, New York? If so, OEConnect, LLC is looking for qualified applicants who wish to apply for the position of Network Administrator.

Please find attached to this letter all of the information required to submit your application for the Network Administrator position, and join a team of dedicated individuals in an exciting new company. Please return a completed application, cover letter, and resume by no later than **September 9, 2019** to be considered for this career opportunity.

Please return your application, marked confidential, to:

OEConnect, LLC.  
Attn: Timothy Johnson  
P.O. Box 128  
Hartwick, NY 13348

If you have any questions regarding this position or the application process please feel free to contact our office at 607-293-6622, Monday-Friday, 7:30am – 4:00pm.

We look forward to hearing from you, and thank you in advance for your interest in working with OEConnect, LLC on this exciting opportunity.

Sincerely,

Timothy Johnson, CEO  
OEConnect, LLC.



## EMPLOYMENT APPLICATION

Applicant Name: \_\_\_\_\_

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

Position: Network Administrator

OEConnect, LLC, a wholly-owned subsidiary of Otsego Electric Cooperative, Inc. (OEC) places a great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership.

OEConnect, LLC provides an equal opportunity to all qualified individuals seeking employment and to all current employees. OEConnect, LLC does not unlawfully discriminate on the basis of race, color, religion, creed, national origin, age, sex, marital status, ancestry, disability, veteran/military status, arrest/conviction record, sexual orientation, domestic violence victim status, predisposing genetic characteristic or carrier status, and any other category protected by federal, state, and local laws.

**Personal Information: (Please Print Clearly)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Previous Address if less than 5 years at your current address:*

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Contact Information:*

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Employment Eligibility: (Employment is contingent upon proof of legal right to work and I-9 completion)*

Are you legally entitled to work in the United States?  Yes  No

If you are under 18 years of age, do you have a work permit?  Yes  No

Do you have a valid Driver's License?  Yes  No

Do you have a valid Commercial Driver's License?  Yes  No

Can you travel, if the position requires travel?  Yes  No

Have you ever worked for OEConnect or OEC under a different name?  Yes  No

If yes, please provide additional information and name: \_\_\_\_\_

\_\_\_\_\_

**Position Desired**

Position Applied for: \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

Annual Salary Desired: \$ \_\_\_\_\_ Date Available: \_\_\_\_\_

Are you able to perform the essential functions of the position?  Yes  No

Have you been previously employed by OEConnect, OEC, or another electric cooperative?  Yes  No

If yes, indicate position, department, and dates employed: \_\_\_\_\_

\_\_\_\_\_

Do you have any relatives employed at OEConnect or OEC?  Yes  No

If yes, who? \_\_\_\_\_

**Education and Training**

Indicate highest level of education completed:

- High School  College/University  Graduate School  Trade/Specialty School

Educational Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Major and Minor (if applicable): \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Did you Graduate?  Yes  No                      GPA: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Major and Minor (if applicable): \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Did you Graduate?  Yes  No                      GPA: \_\_\_\_\_

Professional Certifications and licenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other skills or experience pertinent to the job applied for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Employment History** (Must complete even if attaching a resume)

List your last two employers with the most recent first.

If you're currently employed may we contact your current employer?  Yes  No

Is this your current employer?  Yes  No

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Contacts Name: \_\_\_\_\_ Contacts Phone #: \_\_\_\_\_

Employed From (mm/yyyy): \_\_\_\_\_ Employed To (mm/yyyy): \_\_\_\_\_

Current job title and pertinent duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for seeking other employment: \_\_\_\_\_

\_\_\_\_\_

Is this your current employer?  Yes  No

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Contacts Name: \_\_\_\_\_ Contacts Phone #: \_\_\_\_\_

Employed From (mm/yyyy): \_\_\_\_\_ Employed To (mm/yyyy): \_\_\_\_\_

Current job title and pertinent duties: \_\_\_\_\_

\_\_\_\_\_

Reason for seeking other employment: \_\_\_\_\_

\_\_\_\_\_

**Professional References** (Please list only references that we may contact at this time)

1) Name, Title, Company: \_\_\_\_\_

Contact #(s): \_\_\_\_\_ Years Known: \_\_\_\_\_

2) Name, Title, Company: \_\_\_\_\_

Contact #(s): \_\_\_\_\_ Years Known: \_\_\_\_\_

3) Name, Title, Company: \_\_\_\_\_

Contact #(s): \_\_\_\_\_ Years Known: \_\_\_\_\_

**Affidavit**

**Nonbinding Application and Interview Process:** I understand that this application will be reviewed, but nothing in this application or any other documents that I receive from OEConnect, LLC shall be construed as either an offer or contract of employment or an obligation on the part of OEConnect, LLC to provide any benefit to me.

**Employment-At-Will:** I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either OEConnect, LLC or myself. NOTE, however, for bargaining unit positions terms of the applicable collection bargaining agreement will apply to termination from employment. I further understand that OEConnect, LLC has a zero-tolerance policy with respect to drugs, alcohol, weapons and violence.

I hereby declare that my statements on this application and on my resume or documents provided by me to OEConnect, LLC are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include, but is not limited to: employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, drug and alcohol testing, and degree/certificate verification. I hereby release OEConnect, LLC from all liability for any damages resulting for the information obtained. This application shall be considered active for a period of time not to exceed 180 days. If I have not heard from OEConnect, LLC after 180 days and still wish to be considered for employment, I acknowledge that I will need to submit a new employment application.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name (please print): \_\_\_\_\_

## **TITLE: NETWORK ADMINISTRATOR**

### **Job Summary and Objectives**

The Network Administrator is a partner in designing, implementing, and maintaining network systems including the hardware and software, and other data and voice communications for the gigabit fiber optic network operated by OEConnect. The Network Administrator researches and implements best practices in networking to provide optimum data and voice services. The Network Administrator would also assist with operating and maintaining Otsego Electric Cooperative's network systems including hardware, software and the electric cooperative's Automated Metering Information System.

### **Responsibilities and Essential Job Functions**

1. Oversees the day-to-day operations of the networks required to provide data and voice service to subscribers and electric service to members as well as back office networking required for administrative support for the two companies.
2. Maximize network performance by monitoring performance metrics, troubleshooting network problems and outages, scheduling upgrades and collaborating with consulting engineers on network optimization.
3. Maintains day-to-day security of networks and servers including operating systems and applications.
4. Designs and implements network connectivity for LAN and WAN connections including documentation of network connections.
5. Receives and evaluates requests for additional network applications and makes recommendations on required hardware and software to assist in determining whether these requests will meet the user's needs and function in coordination with our existing hardware and software.

6. Assist subscriber support team to enable subscribers to access the fiber network successfully.
7. Oversees maintenance of all network devices with all firmware and software updates and security patches and features.
8. May assist in review process for vendor contracts.
9. Promotes and maintains a safe working environment, observes all safety rules, and supports the Mission Statement and Core Values in carrying out the responsibilities of the position.
10. Supports and keeps abreast of bylaws, guidelines, policies/procedures and philosophies of the company and the parent Cooperative to effectively serve and support members and subscribers.
11. Maintain backups of all critical network equipment.
12. Performs other duties as assigned, especially regarding Information Technologies, to fulfill the objectives of the companies and the position.

These statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is not intended to be construed as an exhaustive list of all responsibilities and tasks that may be assigned.

### **Reporting Relationships**

Reports to: CEO

Internal: Confers with other departments as needed to address networking needs.

External: Maintains great relations with vendors, contractors, subscribers, customers, and the general public in carrying out the responsibilities of this position. Works with consultants and

construction team to test and light network.

### **Physical Requirements**

This position mainly requires sitting to complete work with a computer and telephone. Some walking and standing are also required, as well as occasional lifting and/or carrying and/or pushing/pulling of various equipment such as routers, servers, or switch gear generally less than 20 pounds. A team approach is expected for tasks with forces greater than 20 pounds. Willing and able to work outside in communications shelters at substations occasionally. Visual acuity is essential.

### **Qualifications**

To perform the job successfully, an individual should have the following education, competencies, and experience:

1. High school diploma or equivalent required.
2. Bachelor of Science degree in Information Technology related field or equivalent experience desired; Network Administration, Microsoft, Linux, and Cisco preferred.
3. Three or more years of experience in a server or network role.
4. Advanced knowledge in networking and server administration.
5. Proven ability to multi-task and plan/organize work to meet deadlines, all with a high degree of accuracy with attention to detail.
6. Strong analytical and critical thinking skills with demonstrated problem-solving abilities.
7. Effective communication skills and the ability to work as a team player.
8. Leadership skills and previous supervisory experience preferred.
9. Preferred technical skills/understanding include:
  - Windows Server
  - Linux
  - LAN/WAN
  - TCP/IP, DNS, DHCP
  - Fiber and copper cabling



- Firewalls
- Cisco routing, switches, telephony, and security devices – IOS
- Juniper Network Devices
- Calix Certifications VoIP including Latency and Jitter management
- QOS
- Routing protocols
- Server virtualization
- VPN
- VLAN
- Broadcast and multicast traffic
- IPTV technologies
- GPON fiber technologies

### **Skills Required**

Must be able to plan and organize work to meet deadlines. Work is varied and requires a high degree of accuracy with attention to detail. Problem-solving and ability to multi-task is critical.

### **Working Conditions**

Normal office and shelter conditions and irregular hours may be required. Occasional travel may be required too. After an offer of employment is made, a physical examination is required which will include drug testing.