



# OREGON TRAIL ELECTRIC COOPERATIVE JOB POSTING

## IT Analyst/Desktop Support BAKER CITY, OR

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### POSITION SUMMARY:

This position helps maintain the enterprise computing environment including installing, configuring and maintaining hardware, software and mobile devices with an emphasis on endpoints and their peripherals. Develops innovative technology solutions to enhance and enable productivity for the organization. Provides in-house technical support and consultation. Cultivates and maintains an in-depth knowledge of current and emerging computer and information technologies to plan future direction for the enterprise computing and mobile environment.

### PRIMARY RESPONSIBILITIES:

- Operate and maintain all information technology related equipment
- Maintain Windows and Apple iOS operating systems
- Provide end user support, efficiently resolving technical issues
- Install, configure and maintain all necessary business software applications
- Assist in the configuration and maintenance of in the cloud services
- Perform troubleshooting and research solutions to effectively resolve system failures
- Work with third party vendors to diagnose and correct system related issues
- Document installation tasks and solutions to common problems
- Write and maintain relational database reports and SQL queries
- Utilize administrative tools and shell scripting to manage user accounts and efficiently maintain endpoints and their peripherals
- Research new IT services/vendors and keep current on the latest technology and industry best practices
- Support and implement the cooperative's cybersecurity policies and procedures
- Regularly lift and carry up to 20 pounds and infrequently required to lift, push and pull up to 40 pounds
- Participation in cooperative strategy and initiatives

### SKILLS & QUALIFICATIONS:

- Three years of information technology related work experience or a bachelor's or an associate's degree in a technical discipline
- Information technology certifications are preferred
- High school diploma or equivalent
- Possess and maintain a valid state driver's license

### BENEFITS:

OTEC has a competitive benefits package that includes medical, dental, life insurance, disability, 401(k), and other valuable benefits.

### APPLICATION:

Find employment application at [www.otec.coop/careers](http://www.otec.coop/careers) and send and resume to HR at [Careers@otecc.com](mailto:Careers@otecc.com) with the job title in the subject line.