



Wheat Belt Public Power District

JOB DESCRIPTION

Job Title: IT Administrator		
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General Purpose of the Position:

The IT Administrator is responsible for planning, implementing, maintaining, and supporting all Information Technology and Operational Technology. The IT Administrator must have hardware, software, networking, and IT security knowledge/understanding. This position reports directly to the Manager of Technical Services.

Essential Activities and Responsibilities:

- Purchase, coordinate, install and maintain the use of all technologies.
- Administer cyber security controls (firewalls, security cameras, door/gate controls, network and PC protection).
- Install, maintain and support domain controllers, application servers, database servers, file servers and backup services.
- Install, configure, monitor, upgrade, replace, secure, and troubleshoot cybersecurity systems and software.
- Coordinate support of all external communications including phones, substation internet, and substation data collection.
- Apply necessary patches to networking systems and software.
- Maintain a technology roadmap and research new technologies.
- Coordinate and communicate changes in software. Handle project management and implementation of software and hardware regarding the District's business operations.
- Create and maintain documentation of the processes and procedures of this position.
- Manage user identification, permissions and access control.
- Collaborate with other departments to find IT solutions to manage business and operational activities.
- Train employees on topics related to the District's IT and OT resources as well as cybersecurity.
- Implement and uphold data security, risk management, disaster recovery, and business continuity protocols.
- Evaluate new technology solutions in alignment with organizational objectives.
- Other duties as assigned.

Education and Experience

- Technical degree and 5 years of experience in Cyber Security, IT, or OT. OR

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- Bachelor's degree in Information Technology, Cyber Security, Computer Engineering, or a related field, plus 3 years of experience. OR
- Equivalent combination of education and experience.
- High school diploma or equivalent is required.
- Hands-on troubleshooting experience is required.

Additional Qualifications

- Advanced knowledge of end-user computer operating systems and server operating systems such as Windows, iOS, and/or Linux Distros.
- Experience with IT asset management processes and procedures including Mobile Device Management and asset management systems.
- Advanced networking skills are required, including routing, firewall management, VLAN management, all layers of the OSI model, cybersecurity best practices, etc.
- Knowledge of OT systems such as SCADA, AMI and Load Control.
- Knowledge of Microsoft applications (Excel, Word, Access, etc.).
- Knowledge of Google Workspace applications.
- Strong verbal and written communication skills are essential.
- Effectively work with people of varying technical skills and knowledge when troubleshooting or working on collaborative projects.
- Must be able to report to work outside of normal working hours during outage situations.
- Must be able to lift 50 pounds without assistance.

Employee Signature: _____ Date: _____

Managers Signature: _____ Date: _____

CEO Signature : _____ Date : _____

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