

POSITION OPENING
CARROLL ELECTRIC MEMBERSHIP CORPORATION

POSITION:
System Administrator

NUMBER OF OPENINGS:
1

DEPARTMENT:
Information Technology

SHIFT:
Full-time/Day

POSTING OPENS:
06/01/2026

POSTING CLOSES:
Open until filled

PURPOSE OF POSITION:

The Systems Administrator is responsible for the design, implementation, maintenance, monitoring, and support of enterprise server, storage, virtualization, and Microsoft-based infrastructure systems. This position provides tier-two and tier-three technical services and supports business-critical applications to ensure the stability, security, and availability of Carroll EMC's IT infrastructure.

MINIMUM JOB SPECIFICATIONS:

The following requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

REQUIRES:

- Bachelor's Degree in Computer Science or equivalent experience with a minimum of five (5) years of progressive systems or infrastructure administration experience.
- Strong proficiency in Microsoft Server environments (Windows Server 2016–2025).
- Demonstrated experience administering Active Directory, Group Policy, DNS, and DHCP.
- Experience managing Microsoft Exchange (on-prem and hybrid).
- Experience administering Microsoft SQL Server including backups, restores, and maintenance.
- Strong experience with Microsoft 365 Administration (Entra ID, Exchange Online, SharePoint, Teams, Intune).
- Proficiency with VMware, Hyper-V, and Nutanix AHV virtualization platforms.
- Experience with enterprise storage systems (SAN/NAS).
- Proficiency in PowerShell scripting and automation.
- Strong troubleshooting skills and ability to resolve complex infrastructure issues.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality of systems and data.
- Require the ability to work overtime hours and during emergency situations.
- Require the successful completion of Carroll EMC's employment entrance examination and drug screen.
- Require the ability to have and maintain a valid driver's license.

Interested applicants can apply online at www.cemc.com/careers. *No phone calls, please.*

Carroll Electric Membership Corporation promotes a drug-free workplace. EOE, including disability/vet.