



**Stamford**  
225 West McHarg  
P.O. Box 1147  
Stamford, TX 79553  
Phone (325) 773-3684  
Fax (325) 773-2431

**Roby**  
1010 West South 1st  
P.O. Box 518  
Roby, TX 79543  
Phone (325) 776-2244  
Fax (325) 776-2246

**Snyder**  
1600 McCowen  
P.O. Box 1249  
Snyder, TX 79550  
Phone (325) 573-3161  
Fax (325) 573-7781

---

## POSITION VACANCY NOTICE

**Department:** CEO Direct Reports

**Location(s):** Roby, Texas

**Job Title:** Technology Manager

**Job Classification:** Exempt

**Pay Grade:** 14 - \$46.96 Minimum - \$70.03 Maximum (Depending on Experience)

### **Position Summary:**

The Technology Manager oversees the administration, maintenance, security, and support of all Cooperative IT systems, including hardware, servers, software, networks, communications, surveillance, and access control systems. This role ensures reliable and secure technology operations across all BCEC locations, provides hands-on technical support, manages vendor relationships, and advises leadership on system needs, cybersecurity risks, and infrastructure improvements. The position also supports cybersecurity governance, disaster recovery planning, and long-term technology strategy to maintain efficient and resilient operations.

This is an on-site position based in Roby, TX. Candidates must have reliable transportation to and from the Roby Office. Travel to Snyder and Stamford locations is required as needed. A company vehicle will be provided as needed for required travel.

**Reporting Relationships:** Reports to: CEO/General Manager

Directs: Technology Specialist

**Internal Relationships:** CEO/General Manager, Executive Team, Leadership Team, and other Employees

**External Relationships:** Members, vendors and service providers, and general public

### **Job Requirements (Knowledge, Abilities and Skills):**

#### Knowledge

Strong knowledge of network infrastructure, server administration, and enterprise IT systems, including cybersecurity, data protection, and access controls. Familiarity with surveillance and access control systems, disaster recovery, and business continuity required. Understanding of IT governance, vendor management, and emerging technologies to support secure and reliable operations is essential. Experience with systems such as NISC/iVUE, Monday.com, Aclara, NexTraq, digital mapping, and staking software is preferred; candidates with strong technical backgrounds and the ability to quickly learn new systems are encouraged to apply.

#### Abilities and Skills

Strong troubleshooting and problem-solving abilities across hardware, software, and network systems. Effective communication and interpersonal skills to support users, coordinate with vendors, and advise leadership. Demonstrated organizational skills, attention to detail, and ability to maintain accurate documentation and system records. Ability to manage multiple priorities, maintain confidentiality, and deliver reliable customer-focused technical support.

**Essential Functions of the Job:**

Designs, maintains, and supports network, server, and technology systems. Ensures system security, monitors for cybersecurity threats, and manages incident response. Maintains backups and disaster recovery processes. Troubleshoots technical issues and coordinates with vendors. Manages IT assets, policies, and budgets while supporting systems and planning future technology improvements.

**Internal Applicants:** Interested parties should submit an internal application to the Human Resource Department.

**Deadline:** Tuesday, April 14, 2026, at 5:30 pm.

**Note:** Please complete a BCEC employment application at [www.bigcountry.coop](http://www.bigcountry.coop) (please attach a current resume to the completed application). If you have questions, please email [hr@bigcountry.coop](mailto:hr@bigcountry.coop) or call 325-776-2244 and ask for Human Resources.



## **TECHNOLOGY MANAGER**

**Exempt**

### **I. Summary**

The Technology Manager is responsible for administering, maintaining, securing, and supporting the information technology systems of the Cooperative, including hardware, servers, personal computer software, network infrastructure, communications systems, surveillance systems, and electronic access control systems.

This position ensures reliable, secure, and efficient operation of technology systems across all Cooperative locations. The Technology Manager provides hands-on technical support, oversees vendor relationships and technology leases, and communicates system needs, cybersecurity risks, and infrastructure recommendations to the CEO/General Manager.

The Technology Manager also supports cybersecurity governance, disaster recovery readiness, and long-term technology planning to ensure Cooperative technology systems remain secure, resilient, capable of supporting operational and member service functions.

This is an on-site position based in Roby, TX. Candidates must have reliable transportation to and from the Roby Office. Travel to Snyder and Stamford locations is required as needed. A company vehicle will be provided as needed for required travel.

### **II. Reporting Relationships**

A. Reports to: CEO / General Manager

B. Directs: Technology Specialist

### **III. Responsibilities and Authorities**

A. Essential functions of the job

1. Designs, implements, manages, and maintains system-wide wide-area networks including computers, printers, tablets, servers, communications systems, surveillance camera systems, and electronic card access systems.
2. Maintains server operations including monitoring, updates, system security patches, backups, and system functionality.
3. Ensures network security, system integrity, user access controls, and protection of Cooperative data.
4. Monitors technology systems for cybersecurity threats, vulnerabilities and implements best security practices

5. Coordinates cybersecurity incident response including investigation, documentation, and corrective action when security events occur.
6. Maintains system backup processes and periodically tests data recovery procedures to ensure disaster recovery readiness.
7. Develops and maintains disaster recovery and business continuity procedures related to technology systems.
8. Troubleshoots hardware, software, networking, server, camera, and card reader system issues and coordinates solutions with senior management and vendors.
9. Establishes and recommends policies related to system use, cybersecurity practices, and technology access controls and reviews policies annually.
10. Assists with annual IT budget preparation and manages technology-related leases, vendor agreements, and service contracts.
11. Evaluates, recommends, and purchases equipment, software, and technology services as required.
12. Maintains inventory of all technology assets across Cooperative locations.
13. Ensures surveillance camera systems and access control systems remain updated, operational, and properly configured.
14. Supports technology systems used by Cooperative departments including billing, reporting, and enterprise software systems.
15. Assists leadership in long-term planning for technology infrastructure improvements and modernization initiatives.
16. Evaluates emerging technologies and recommends solutions that improve system reliability, security, and operational efficiency.
17. Communicates technology risks and cybersecurity concerns.
18. Routine travel is required to maintain system-wide network and infrastructure at Snyder, and Stamford locations.
19. Regular attendance during normal business hours and as needed during emergency situations.

B. Additional functions of the job

1. Acts as primary interface to users, providing instruction, training, and troubleshooting assistance.
2. Provides cybersecurity awareness guidance and promotes safe technology practices among employees.
3. Coordinates with departments regarding data needs and system requirements.
4. Coordinates with vendors to resolve technical issues and ensures routine maintenance and system updates are scheduled and completed in a timely manner.
5. Generates special and recurring reports in a timely manner.

6. Maintains strong member and public relations through professional and courteous communication.
7. Assists leadership in evaluating future technology initiatives and system upgrades.
8. Attends Leadership Team meetings to provide updates on technology systems, cybersecurity posture, projects, and infrastructure needs, and occasionally attends monthly Board meetings.

#### C. Learning and Training

1. Stays current with changes in computer software, hardware, networking technologies, cybersecurity practices, surveillance systems, and access control systems.
2. Coordinates scheduling of system updates and technology upgrades.
3. Provides training to personnel on system usage, cybersecurity awareness, and technology procedures.
4. Attends meetings, workshops, seminars, and conferences as needed.

#### D. Safety

1. Attends office safety meetings.
2. Practices office and equipment safety when moving and installing hardware.
3. Maintains organized and safe work areas and equipment rooms.

#### E. Inspecting, Record-Keeping, and Verifying

1. Assists departments in use of computer and printer equipment for monthly reports, billing, and other production needs.
2. Maintains system documentation including network diagrams, access privileges, vendor contracts, and lease records.
3. Responsible for system security including user logins, privileges, backups, logging, and data storage.
4. Maintains accurate inventory and documentation of all IT equipment and related leases.
5. Maintains detailed daily work logs for accountability and reporting purposes.

### **IV. Relationship**

#### A. Internal

1. CEO/General Manager – Receives instructions and provides updates on projects, system risks, cybersecurity concerns, and infrastructure needs.
2. Employees – Works cooperatively as part of a team, providing technical support and guidance.

#### B. External

1. Members – Maintains courteous and cooperative relationships that promote goodwill toward the Cooperative.
2. Vendors and Service Providers – Coordinates services, contracts, troubleshooting, and system upgrades.
3. General Public – Promotes positive member and public relations.

## V. Qualifications

### A. Job Requirements

1. Training and Experience – Minimum five (5) years of progressive experience in systems administration, network administration, or information technology infrastructure.
2. Knowledge – Networking environments, server administration, cybersecurity practices, surveillance and access control systems, and compliance requirements.
3. Abilities and Skills – Strong troubleshooting, communication, documentation, confidentiality, and organizational abilities. Customer service mindset required.
4. Technical Proficiency – Demonstrated technical proficiency with enterprise systems and software platforms is required. Experience with systems such as NISC/iVUE, Monday.com, Aclara, NexTraq, digital mapping tools, and staking software is preferred. Candidates with strong technical experience in other industries and the ability to quickly learn new systems are encouraged to apply.
5. Operational Requirements – Ability to support both office and field employees; must maintain a valid driver's license and reliable transportation.

### B. Educational Requirements

Bachelor's degree in computer science, Information Technology, or related field preferred. Equivalent combination of education and relevant work experience may be considered in lieu of a degree.

### C. Physical Demands and Working Conditions

1. Move boxes and equipment up to approximately 40 pounds.
2. Climbs stepladder as necessary to maintain network wiring and equipment.
3. Works primarily indoors in an office setting; uses computer, calculator, copier, and other office equipment.
4. Works extended hours as required during system upgrades or emergency situations.
5. Frequent sitting; occasional standing and walking within office and technical areas.

These statements describe the general nature and level of work performed and are not intended to be an exhaustive list of all responsibilities, duties, or qualifications required.