



Job Opening: IT Support Specialist

Job Location: Yazoo Valley Electric Power Association—Yazoo City, MS

Yazoo Valley Electric is a distribution cooperative serving over 10,000 meters in Yazoo, Warren, Holmes, Humphreys, Sharkey and Issaquena counties. In accordance with Federal and State laws, Yazoo Valley Electric Power Association does not discriminate on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. Yazoo Valley Electric is seeking qualified candidates for the position of **IT Support Specialist**.

Job Description Summary: Provides reliable and continuous service to Yazoo Valley Electric Power Association members by assisting the staff and employees in planning, organizing and coordinating the operation and maintenance of all computer, telecommunications and radio communications systems. Assists Manager of IT in metering services.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); two year associates degree in related field and/or five years previous experience in a related area; related experience and/or training; or equivalent combination of education and experience. Must be able to acquire within a reasonable time span a knowledge of Yazoo Valley's Safety manual, a knowledge of meters and other special equipment utilized in an electric distribution system.

Language Skills: Ability to read and interpret documents such as safety rules, technical manuals, maps, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with the members and employees of the organization.

Mathematical Skills: Ability to work with mathematical concept. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: A valid Mississippi Driver's License is required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is occasionally loud.

Working Conditions: Night, weekend, Sunday and Holiday work is occasionally required.

Submit Resumes to: Yazoo Valley Electric/ Human Resources, P. O. Box 8, Yazoo City, MS 39194 OR email to: ryeates@yazoovalley.com