



Your Touchstone Energy® Partner 

**March 16, 2026**

## **NOTICE OF EXTERNAL JOB VACANCY**

<b>DEPARTMENT</b>	<b>POSITION</b>	<b>LOCATION</b>
MANAGEMENT	VICE PRESIDENT, INFORMATION TECHNOLOGY	BLYTHEWOOD OFFICE

See attached position description for specific responsibilities and skills.

### **General Requirements:**

- A. Bachelor's degree in Information Technology, Computer Science, or related field.
- B. Minimum 10 years' related experience in IT operations or equivalent combination of education and experience.

*All qualified applicants will receive consideration for employment without regard to disability, veteran status, or other legally protected status.*

*This institution is an equal opportunity provider and employer.*

**FAIRFIELD ELECTRIC COOPERATIVE, INC.**  
**BLYTHEWOOD, SC**

**POSITION DESCRIPTION**  
**VICE PRESIDENT - INFORMATION TECHNOLOGY**

**MANAGEMENT STAFF**  
**2026**

**I. POSITION SUMMARY**

The Vice President of Information Technology provides strategic and operational leadership for all technology functions that support the cooperative's mission of safe, reliable and affordable electric service. This role oversees enterprise IT systems, operational technology (OT) integration, cybersecurity, data governance and digital transformation initiatives that enhance member experience and grid reliability. The Vice President of Information Technology collaborates closely with engineering, operations, finance and member services to ensure technology investments align with cooperative values and long-term system planning.

**Job Classification: Salaried / Exempt**

**II. RESPONSIBILITIES**

**a. Strategic Technology Leadership**

- i. Develop a long-term IT and OT strategy that supports system reliability, grid modernization and cooperative growth.
- ii. Lead technology planning for AMI, SCADA, GIS, OMS and other utility-specific platforms.
- iii. Align technology initiatives with board directives, regulatory requirements and the cooperative's strategic plan.
- iv. Evaluate emerging technologies such as distributed energy resources (DER) and advanced analytics.
- v. Support development and implementation of IT initiatives and new technology installations.

**b. IT and OT Operations**

- i. Oversee the testing, operation, security, and lifecycle management of critical facilities and IT infrastructure including generators, Uninterrupted Power

Supplies (UPS), building access control, video surveillance, fire alarm systems, fuel management system, HVAC, networks, servers, cloud environments, routers, switches, two-way radios, Wi-Fi access points, and company-issued mobile phones and tablets.

- ii. Ensure reliable operation and integration of OT systems that support grid operations, including SCADA, substations and field communications.
- iii. Partner with engineering and operations to maintain secure, resilient connectivity between IT and OT environments.
- iv. Establish and monitor service levels, operational standards and maintenance schedules.
- v. Oversee the company's infrastructure environment including LAN/WAN. (Servers, email systems, backup systems, telephone systems, and end-user computing environment.)
- vi. Responsible for the installation, evaluation, configuration, and maintenance of all IT hardware and equipment; Write technical specifications for purchase of IT hardware and software; Maintain up-to-date knowledge of IT contracts and supervise contract-based installations.
- vii. Responsible for IT asset management including purchase, maintenance and disposal of network component inventory.
- viii. Prepare and ensure accuracy of documentation and procedure manuals for IT installations, including data, voice, and video systems.
- ix. Prepare, maintain and adhere to procedures for logging, reporting and statistically monitoring application data.
- x. Responsible for testing, maintenance, and ensuring proper function of generator, fuel system, fire alarm system, building access control, and HVAC.
- xi. Responsible for the development and setup of the Annual Meeting registration and voting database system.
- xii. Perform other duties as assigned.

### **c. Cybersecurity and Risk Management**

- i. Lead the cooperative's cybersecurity program, including cybersecurity goals, incident response and vulnerability management.

- ii. Oversee the installation, development, evaluation, configuration and maintenance of security solutions including firewalls and EDR (End-point Detection and Response.)
- iii. Conduct regular risk assessments including penetration testing, Payment Card Industry (PCI), and server and security audits.
- iv. Develop, maintain and execute business continuity and IT disaster recovery plans; coordinate timely response to emergency IT outages.
- v. Coordinate cybersecurity training and awareness across the organization.

**d. Leadership and Organizational Development**

- i. Lead and mentor the IT team, fostering a culture of service, accountability and continuous improvement.
- ii. Establish IT objectives, plans, policies, procedures and budgets; prepare and submit annual departmental work plan to the Chief Executive Officer.
- iii. Recruit, interview and select IT personnel in accordance with work plans, budgets and established policies and procedures, subject to CEO approval.
- iv. Conduct employee performance appraisals and recommend changes in wages and classification in accordance with policies and plans.
- v. Counsel with subordinates to ensure responsibilities are understood and that staff are properly trained; determine work assignments and assign personnel duties as needed.
- vi. Manage vendor relationships, technology contracts, cooperative partnerships and working relationships with contracted voice, data and audio/visual vendors.
- vii. Oversee IT budgeting, capital planning and procurement aligned with cooperative financial principles.
- viii. Promote cross-department collaboration to ensure technology supports field crews, engineering, member services and administrative functions; work with department heads and end users to identify and document required IT service levels.

### **III. MENTAL AND PHYSICAL REQUIREMENTS**

The mental and physical requirements for this position include, but are not limited to the following:

- a. Must have the ability to perform mathematical computations necessary for statistical analysis of records and data.
- b. Must be able to effectively utilize a telephone and two-way radio in executing the position's assigned duties.
- c. Must have the mental capacity to rationally develop and implement plans, programs and strategies for cooperative products and services.
- d. Must have the aptitude to logically and objectively evaluate obstructions and impediments to plans and programs, make rational independent decisions, and develop reasonable solutions to problems.
- e. Must maintain dexterity of hands and fingers to operate a computer keyboard, mouse and other computer components.
- f. Must possess the ability to clearly and concisely communicate in verbal and written form with employees, members, the general public and other individuals and groups.
- g. Must have the ability to effectively interact with cooperative personnel, business and industry representatives, cooperative members, the general public, and related groups and individuals.

### **IV. RELATIONSHIPS AND CONTACTS**

- a. Reports to: Chief Executive Officer
- b. Directs: Systems Administrator and IT Specialist

### **V. QUALIFICATIONS**

#### **a. Required**

- i. Bachelor's degree in Information Technology, Computer Science, or related field.
- ii. Minimum 10 years related experience in IT operations or equivalent combination of education and experience.

#### **b. Preferred**

- i. Certifications such as CompTIA, A+, Network+, Security+, CNA, CNE, CISSP, CISM, PMP, or ITIL.

## VI. KEY COMPETENCIES

- a. Utility-sector awareness — Understands the unique operational, regulatory and reliability needs of electric cooperatives.
- b. Strategic alignment — Connects technology decisions to cooperative mission, member value and long-term system planning.
- c. Cybersecurity leadership — Balances innovation with protection of critical infrastructure.
- d. Operational collaboration — Works effectively with engineering, operations and field crews.
- e. Change management — Leads modernization efforts in environments with legacy systems and evolving member expectations.
- f. Communication — Translates complex technical concepts for executives, board members and non-technical staff.

### **Job Classification: Salaried / Exempt**

**Notice: All the essential functions listed for this position do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of any given position may change or be temporarily altered based on the business needs of Fairfield Electric Cooperative, Inc. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.**

**Notice: All 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 others.**

**Notice: This position is a bona fide executive position under the provision of the Fair Labor Standard Act and is not subject to overtime hours and premium pay.**