**\_\_\_\_\_\_\_\_ County**

**Job Description**

**Job Title: Information Technology Technician**

**Reports To: Director of Accounts & Budgets**

**Supervises: None**

**FLSA Status: Non-Exempt**

**Approved Date:**  July 1, 2014

**I. Purpose of Job**

Responsible for and manages the County-wide computer operations systems, software development and repair.

**II. Essential Job Duties**

**A. Departmental Support**

* Responsible for and manages County wide operations, systems, software development and repair.
* Develops and maintains employee email and the county website and ensures the networks’ security is not comprised.

**III. Other Job Duties**

Performs other job duties as assigned, including:

* Assisting county employees with difficult information technology issues.

**IV. Primary Job Challenges**

Primary challenges of this position include working with other departments, employees, and vendors to obtain necessary information in order to process work.

Ability to determine work priorities and work within a flexible schedule.

**V. Equipment Operated**

General office equipment including computers, copiers, printers, fax machines, and multiline telephone.

**VI. Key Competencies Required**

* **Job Content Knowledge**

Has knowledge of the policies, procedures, and activities of the County as they pertain to the performance of duties relating to the position. Is knowledgeable of accounts payable and accounting practices as necessary in the completion of daily responsibilities. Has knowledge of the terminology, principles, and methods utilized within the department. Is proficient with computers.

* **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
* **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
* **Reasoning Ability:** Ability to apply common sense understanding to carry out multi-step instructions furnished in written, oral, or diagram form. Ability to deal with problems by choosing from several known choices with frequent reliance on how problems were dealt with before.
* **Teamwork:** Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

**VII. Physical Demands and Work Environment**

**Physical Demands:** Performance of the essential duties of this job requires the incumbent to:

* Occasionally stand.
* Occasionally walk.
* Regularly sit.
* Regularly use hands to finger, handle, or feel.
* Regularly reach with hands and arms.
* Regularly talk or hear.
* Occasionally lift up to 10 pounds.

**Work Environment:** Performance of the essential duties of this job requires:

The work environment is moderately noisy (examples: business office with computers and printers, light traffic).

**VIII. Qualifications**

Education and Experience: Bachelor’s degree in computer science, information technology, or a related discipline or proven comparable work experience.

**Required Certifications/Licenses:**

Professional network certifications from popular network systems and software providers such as Microsoft or Cisco encouraged.