

## JOB DESCRIPTION

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Position: Information Technology Specialist  
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Summary: Provides software and network support, training and troubleshooting in a networked environment. Provides support on a wide range of applications. Requires sufficient analytical skill to assess problems or unusual situations and develop solutions. Maintain awareness of changing trends and regulations and act on as required. Implement the disaster recovery plan for the network. Other duties as assigned by IT Director.

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Education: Combination of education and experience that enables performance of all aspects of the position. Prefer AA/AS or BA/BS degree in computer science or related discipline.  
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Experience/Other Requirements: Must be able to install, configure, troubleshoot and maintain all of the software applications and peripheral equipment. Must successfully complete background check pursuant to law enforcement requirements. Must have valid driver's license.

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Knowledge: Must have knowledge of the techniques and procedures of software and network support for multiple users. Knowledge of installation, configuration and troubleshooting processed for software and hardware networking equipment.  
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Ability: Ability to independently perform all of the duties of the position efficiently and effectively. Must have strong communication and training skills and be able to communicate technical information to non-technical users. Ability to perform multiple simultaneous projects. Must have physical ability to lift, carry and move weights up to 50 pounds. Ability to stoop, crawl and climb ladders in order to install or check the installation of network devices and cabling.  
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Reports to: IT Director  
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Competitive or Appointed: Competitive