

KERR COUNTY, TEXAS

JOB TITLE: Information Technology Specialist
DEPARTMENT: Information Technology
REPORTS: Information Technology Manager

PURPOSE OF POSITION Primary function of the job is to assist the information technology manager with the planning, organization, development, coordination, implementation and maintenance of the information systems. Regular communication with co-workers and/or the public is expected. Supervision consists of general instructions in new assignments with advice and assistance normally available. This position may require travel within the county by the employee in his/her own vehicle. This position requires after hours on call duty.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following) Performs system administration, including enrolling users, defining security, creating directories, installing new releases of software. Website maintenance and design. Determines end user needs, and makes recommendations, receiving price quotes, performing quote analysis and requesting purchase orders. Provides some training for employees on hardware and software and serves as help desk support for end user questions and problem resolution. Installs computers, printers and components, including the hardware configuration, cables and connectors, network connections and software. Creates and maintains documentation for hardware/software, standard procedures, problem resolution, inventory tagging and recording, etc. Ability to install cable and connectors, configure the hardware, network connections, and any software that will be utilized.

Consults with the Information Technology staff and the departments to identify and support the development of web pages and databases, provides training and assistance, and purchases equipment. Perform such other duties as needed and requested by the Manager of IT.

KNOWLEDGE, SKILLS AND EXPERIENCE working with Firewalls (Watchguard and Cisco), Intranets, Internet (Microsoft IIS and Apache) Domain Name Services, Routers, LAN/WAN infrastructure technologies, Web Hosting, LAN/WAN and Operating System security, multi-tiered applications, Microsoft SQL 2005 and MS server 2003 administration. Solid knowledge of TCP/IP, SMTP, POP3, HTTP, SSH, FTP, DNS, TELNET, and FTP.

Uses a wide variety of programming and markup languages and other appropriate tools, including HTML, CGI, XML, PERL, PHP, MySQL/MS-SQL and Dreamweaver or Frontpage. Stays abreast of industry trends and test the usability of new technologies.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

High school graduation or G.E.D. and course work in management information systems. Two years experience in information systems. Associates Degree in information systems *may* substitute for the course work and two years experience, if there is demonstrated knowledge, ability and skills to perform the work.

ADDITIONAL REQUIREMENTS

Certifications will be required. Background check is required. Proficient in the operation of personal computers, their components, auxiliary equipment and their interaction with other computer hardware.

Thorough knowledge of network operating systems and topologies and basic network procedures. Interpersonal skills necessary to deal courteously and effectively with other employees and the public, including ability to effectively instruct small groups. Ability to lift up to 40 pounds and transport equipment. Ability to think and to analyze data logically and to resolve problems using a systematic but user-friendly approach. Ability to design forms and diagrams for utilization of systems. Ability to install cable and connectors, configure hardware, network connections and any software that will be utilized. Ability to work under pressure and meet deadlines.

Application Information: An Application must be completed for each position. No résumé's accepted in lieu of an application form.

Applications must be completed at the Kerr County Human Resources Department 700 Main Street, BA-104, Kerrville, TX weekdays during the hours of 8:00 – 11:30 and 12:30 – 4:00.

All New employees and/or Rehires will be required to provide documentary proof of their eligibility for employment. Kerr County is a public employer; therefore all applications are public information. Employment is contingent upon favorable results of all background checks.

All applications must be received by the Kerr County Human Resource office.

Kerr County is an Equal Opportunity Employer.

Kerr County supports a policy of a drug and alcohol free workplace.