

**\*All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

## **JOB OPENING IT TECHNICIAN**

**Grade 25: \$36,128.73(\$17.37/hr.) - \$49,803.86(\$23.94/hr.)**

**DEPARTMENT:** INFORMATION TECHNOLOGY SERVICES

**DIVISION:** PLANNING & DEVELOPMENT

### **GENERAL DESCRIPTION:**

Performs technical work relating to computer operations, software, hardware maintenance and network devices. Duties may also include, but are not limited to, servicing, maintaining and implementing windows – based computer network, including internet/intranet – related systems, and managing various relational databases. Thorough knowledge of best-networking principles, industry standards and the ability to troubleshoot and resolve network issues relating to desktop computers and peripherals. Ability to install wiring and cables. Must be able to work overtime and weekends and perform related duties as required.

### **ESSENTIAL JOB FUNCTIONS:**

1. Manage various related relational databases.
2. Inspect and install surge protection on computer systems, network components, and peripherals.
3. Receive help desk calls for Department information resource problems.
4. Update, troubleshoot, and repair hardware and software problems.
5. Install network cabling, configure new workstations and integrate them into an active directory environment.
6. Diagnose and remove viruses, Trojans, dangerous browser helper objects (BHO) and spy ware from infected systems.
7. Evaluate hardware for replacement/reuse as appropriate.
8. Upgrade and update existing programs.
9. Assist County Departments in providing targeted information technology service and solutions.
10. Collect, maintain, and update data related to County infrastructure and assets.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of basic math, record keeping and quality control. Ability to communicate clearly, both orally and in writing. Must also have excellent customer service skills, and effectively represent the Information Technology Services Department. Knowledge of computer operating systems Windows /XP, 7 and 8 (OS). Must be familiar with Microsoft server operating systems 2003/2008/2012, Microsoft Office 2003/2007/2010 products, internet skills, and Microsoft Active Directory. Competency in repair and maintenance of P.C.'s. Knowledge of data backup, maintenance, recovery and export/import products. Must be a motivated "self starter", with the ability to work unattended in situations and perform essential duties in a timely and satisfactory manner. Knowledge of Wireless networking, wireless security, and best practices.

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**AUTOMOTIVE MECHANIC**

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**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Preference will be given to candidates who hold an Associate's Degree from an Accredited University and/or Technical Learning center in an Information Technology field. The desired candidate will have knowledge of current networking best practices. Minimum of two (2) years of professional experience (or a combination of training and experience) installing and configuring operating systems, drivers, internal and external computer components, and local area networked systems required.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**SPECIAL PREFERENCE:**

Familiarity with Internet Technologies. Skills in use of Visual Basic, MS Office products, including but not limited to MS Excel Spreadsheets, MS Access and/or SQL databases. Knowledge of updating and troubleshooting Microsoft Office products. Knowledge of VB programming, .net and HTML. Knowledge and skills supporting Active Directory Domain environments. Familiarity with network switches, switch programming, VLANs, VPNs, network troubleshooting and virtual environments. Knowledge of telephone systems and cabling.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Possession of a valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate orally and in writing.
- Occasional Heavy lifting (50 lbs).

**ENVIRONMENTAL CONDITIONS:**

Works primarily inside in an office environment but some duties require work outside..

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**\*\* When offered the position the applicants must successfully pass the Physical and Drug screening. The Physical will be at the expense of the applicants and the Drug Screening will be paid through the Hardee County BOCC.**

**Approved by BOCC 3/09/15**