

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Board of Commissioners **Unit:**
Name: **Position Title:** IT Specialist
Class Title: IT Specialist **Class Number:**

Dept./Div.: Board of Commissioners **Civil Service Status:** Unclassified
Reports To: Board of Commissioners **Employment Status:** Full - time
Pay: Resolution **FLSA Status:** Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of associate's degree in computer science, information technology or similar field supplemented by three (3) years' experience in computer related position. Cisco, VMware and Fort iGATE certifications preferred. Must be available to work a flexible schedule and be on call.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with an acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Router, hub, server, personal computer, facsimile machine.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

The employee is exposed to, must negotiate, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public, including emotionally distraught individuals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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Agency: Board of Commissioners **Unit:**
Name: **Position Title:** IT Specialist
Class Title: IT Specialist **Class Number:**
Supervisor's Title: County Administrator **Number:**
Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

25% (1) Assists with the following; design, installation, set up and maintenance of computer network systems; installs and maintains operating systems, hardware, and software; adds and deletes users to network and maintains list of current users; sets up mailbox accounts for users; troubleshoots and resolves operating problems on the network; provides service to all computer network users; sets standards for software used by offices; installs virus protection programs on all computers; performs updates of all software for the users; maintains records of software applications on computers and updates performed; trains all users on operation of computer. Performs miscellaneous duties; attends training sessions, seminars, and meetings, as required; safeguards confidential information at all times.

(1) **Knowledge of:** (a);* (b); (e); (f); (g); (h); (i);(j).
Skill in: (l); (m); (n).
Ability to: (o); (p); (r); (s); (t); (u); (v); (w); (x); (y); (z).

25% (2) Assists in the identification and documentation of specific system requirements; maintains system compliance with County standards and policies, and is internal support to departmental users; requires infrastructure support including but not limited to documenting the technical environment, training of staff/users, provide technical support, provide on-going instruction and for system upgrades, installation and management of infrastructure, management of systems security, special projects, and troubleshoots hardware and software problems and make or initiate corrections; administers wide and local area networks; conducts system testing, implementation and evaluation; monitors and supervises system usage, growth and efficiency; facilitates design procedures; reads and interprets technical manuals, periodicals and reports for problem resolution and/or increased knowledge of technical processes; coordinates the repair of equipment.

(2) **Knowledge of:** (a)*; (b);(e);(f); (g); (h); (i); (j).
Skill in: (l); (m); (n).
Ability to: (o); (p); (q); (s); (t); (u); (v) (w); (x); (y); (z).

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25% (3) Responsible for security of computerized data. Retrieves information from files and prepares daily, quarterly and annual back-ups on each server including identification, daily rotation, off site rotation and internal rotation. Conducts system testing; implementation and evaluation; checks event viewer on each server. Notifies IT director of any malfunctions of tapes or tape drives.

(3) **Knowledge of:** (a)*; (b); (e); (f); (g); (j).
Skill in: (l); (m); (n).
Ability to: (o); (p); (r); (s); (t); (x); (y); (z).

25% (4) Assists with tracking lines. Communicates with outside vendors for data requests. Performs monthly windows update on affected servers. Makes adjustments to any documentation that is necessary. Maintains inventory of computer hardware and software and supplies for data processing; Performs miscellaneous duties; attends training sessions, seminars, and meetings, as required; safeguards confidential information at all times.

(4) **Knowledge of:** (a)*; (b);(e);(f); (g); (h); (i); (j).
Skill in: (l); (m); (n).
Ability to: (o); (p); (q); (s); (t); (u); (v) (w); (x); (y); (z).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) office practices and procedures;* (b) department policies and procedures;* (c) inventory control; (d) purchasing; (e) computer science; (f) systems analysis; (g) data security; (h) records management; (i) various software; (j) public relations.

Skill in: (l) computer operation; (m) electronics; (n) motor vehicle operation.

Ability to: (o) interpret extensive variety of technical material in books, journals and manuals; (p) deal with many variables and determine specific action; (q) recognize unusual or threatening conditions and take appropriate action; (r) exercise independent judgment and discretion; (s) determine material and equipment needs; (t) communicate effectively; (u) maintain records according to established procedures; (v) lift computer equipment; (w) train or instruct others; (x) develop and maintain effective working relationships; (y)flex schedule and be on call; (z) regularly and predictably work scheduled shifts

