

GILLESPIE COUNTY
Job Posting Announcement

Posting Date: 8.23.2022

Closing Date: Until filled



Department: Information Technology
Position/Class Title: Information Technology Technician
Supervisor: IT Director
Pay Grade: 16
Rate: Starting \$20.18 per hour
Employment Status: Non-Exempt
Direct Reports: 0 Full-time; 0 Part-time

GENERAL DESCRIPTION

The Information Technology (IT) Technician assists in the installation, setup and configuration of existing and new IT equipment and technology-based systems. This would include hardware & software installations; technical support; pulling cables; hardware delivery; setup/removal of hardware/software; and troubleshooting hardware/software issues

ESSENTIAL JOB DUTIES

Essential duties/functions, under the supervision of the Information Technology Systems Administrator or the IT Assistant Administrator, may include but are not limited to the following:

1. Provide support to all county and designated non-county systems and applications.
2. Troubleshoot basic hardware, software, and network operating systems.
3. Provide orientation to new users of existing technology.
4. Maintain current and accurate inventory of technology hardware, software, and resources.
5. Monitor and maintain technology to ensure maximum accessibility and security.
6. Ensure technology is equipped with current hardware and software.
7. Troubleshoot basic technology issues.
8. Maintain log and/or list of required repairs and maintenance.
9. Provide network access to all county and non-county authorized departments.
10. Install workstations, printers and other hardware as needed.
11. Connect and setup hardware.
12. Load required software.
13. Monitor security of technology.
14. Install and maintain secure passwords.
15. Identify and prepare hardware for disposal when appropriate.
16. Attend training conferences out of town as required.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Communicate effectively, both verbal and written.
2. Manage multiple and changing priorities as may be necessary.
3. Establish and maintain effective working relationships as necessitated by work assignments.
4. Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
5. Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
6. Work a rotating on call schedule in the evening and weekends.
7. Perform other related duties / functions as may be required or as delegated by the IT Systems Administrator or IT Systems Assistant Administrator.

EDUCATION AND EXPERIENCE:

1. Must be at least 18 years of age.
2. Must possess a High School Diploma or equivalent.
3. Must pass pre-employment background and CJIS security check.
4. Must have two years' work experience in related field or an equivalent combination of education and related work experience that provides the required knowledge, skills, and abilities to perform the essential duties/functions of this position.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Certifications, licenses, professional designations, or other qualifications **required** for this position include:

1. Must possess or be able to obtain within 30 days of employment, a valid Texas driver's license.
2. Must possess or be able to obtain within 30 days of employment, a cell phone to conduct Gillespie County business. The County offers an established stipend for use of a personal cell phone.
3. **SECURITY REQUIREMENT** - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance.

Application Information:

An Application must be completed for each position. No résumés accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: jdoss@gillespiecounty.org

or mail to:

Gillespie County

101 W. Main St., Mail unit #11

Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.