

**ADAMS COUNTY
IT SUPPORT TECHNICIAN**

Application dates, March 27th through April 10th, 2024.

DESCRIPTION OF WORK

Under the supervision of the County IT Coordinator, provides a variety of departmental technical computer support functions. Typically performs systems support/operational duties and is an interface between computer users and the IT Coordinator.

RESPONSIBILITIES:

- Daily maintenance of system operations.
- Assist with daily backup procedures of computer data.
- Conducts research of software applications as requested by the IT Coordinator.
- Performs installations, testing or maintenance of hardware and software as needed.
- Interface with vendors to provide technical solutions.
- Setup Windows Network users and existing software applications as needed.
- Participates in technical problem solving.
- Special projects as assigned.

QUALIFICATIONS:

- Regular and predictable attendance is a required essential function of the job.
- Two-year degree in Computer Science or related field or combination of equivalent experience or completion of a post-secondary technical certification program.
- Knowledge of operating systems, personal computer hardware and software products as specified by the department.
- Excellent oral and written communication skills.
- Ability to work well with others. Responsible and trustworthy.

SPECIAL REQUIREMENTS

*This position requires a minimum 35 hour work week and up to 40 hours per week at certain times of year based on need. Support hours may be required after hours or weekends for critical system issues.

Wages to be discussed will be determined at an hourly rate. Employer paid BCBS health insurance for employee, Sick/Vacation, 12 paid holidays, Retirement, Def Comp & other optional benefits.

*Valid Driver's License required.

Resumes including a cover letter must be mailed or submitted electronically on or before April 10th, 2024.

Contact Information:

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