County Technology Department
TECHNOLOGY SPECIALIST
FULLTIME; EXEMPT; BENEFITED POSITION

POSITION DESCRIPTION: Under the supervision of the Technology Coordinator, the Technology Specialist is responsible for completing assigned tasks that include installing and supporting peripheral devices such as PCs, printers, phones, and laptops; install and support software applications, assist the Technology Coordinator with network management activities.

POSTED DATE: **January 17, 2024**

APPLICATION DEADLINE: **Posted until filled; applications evaluated as received**

POSITION AVAILABILITY: **Immediate**

CURRENT SALARY: **40 hours per week; $18.3419 - $21.3301 per hour DOQE**

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works as a professional and confidential employee with access to critical and confidential information used to maintain daily operations of the County departments and their records/data.
- Installs, configures, maintains, and monitors hardware and software associated with the County's computers and network infrastructure; including software applications, cabling, security appliances, servers, switches, printers, and peripherals.
- An emphasis on projects such as electronic document management systems and supporting users and other assigned software and systems.
- Establishes and maintains network user accounts, e-mail, file system, and network security.
- Performs data backups and disaster recovery operations.
- Provides users with training and technical support for computer-related problems.
- Plans, coordinates, and implements network security measures to protect data, hardware, and software. Provide users with security awareness training and other related resources.
- Perform minor maintenance and repairs.
- Administers and troubleshoots issues with the VoIP phone system and related voice services and equipment; such as voicemail and call reporting software.

Minimum Qualifications:

Education:

- Associates Degree or equivalent in a technology field such as computer science, information systems; with specific coursework in hardware and software

maintenance, networking fundamentals including infrastructure, servers, wireless, and a variety of peripheral devices.

- Hardware, software, or network certification(s) highly desirable.

Experience:

- Highly desirable is 1 – 2 years of experience working with Microsoft-based peripheral devices and computer network, server configurations, managing data backups, email and related areas.
- Highly desirable is at last one year of experience supporting a major software application such as electronic document management, geographic information system, or similar.

All interested parties should submit cover letter and resume, with references, to the following address:

Oceana County Administrator's Office
Attn: Jessica LaPointe
100 S. State Street
Suite M-4
Hart, MI 49420

Or to jlapointe@oceana.mi.us