

Mahaska County, Iowa
JOB VACANCY

Date of Posting: August 29, 2014

The following full time position is available. Interested parties may obtain an application form from Mahaska County Auditor's office or Mahaska County website: www.mahaskacounty.org. Please return the application form to Mahaska County Auditor's Office, 106 S 1st St, Oskaloosa, IA 52577 or by email to brown@mahaskacounty.org. Applications will be accepted until 4:30 p.m. on Wednesday, September 10, 2014.

Position Title: Information Technology Coordinator

Office: IT

Pay: Expected salary range \$50,000-\$55,000 dependent upon experience

Essential Functions and other details of the job:

Establish and maintain effective working relationship with elected and appointed officials, department heads, employees, contractors and the general public.

Establish and maintain the IT department fiscal year budget.

Perform general IT functions such as: back-up and recovery; software updates; keep accurate records of software licenses; keep accurate records of hardware inventory and locations; hardware management/repair in a timely fashion; organize hardware and all needed infrastructure; observe network operation, monitor for errors and maintain security; work with vendors in the installation and update of software and hardware; provide assistance to users on software currently used; manage county email; trouble shoot; help desk; consolidate and manage county-wide phone system.

Provide technical support to county staff and all county facilities throughout the County.

Prepare request for proposals and coordinate bids for data processing equipment and software when applicable.

Provide information on general computer technology training/classes and disseminate to county employees (e.g. Windows operating system, Microsoft Office, etc.).

Perform specialized projects as assigned by the Board of Supervisors.

Demonstrate an ability to learn new and existing software packages and adjust to hardware technological advances.

Continue education related to software and hardware applicable to county use.

Have excellent written and verbal communication skills. Must be able to communicate effectively and courteously, in English, both verbally and in writing, including the ability to present and explain technical concepts to non-technical audiences.

Able to work varied days, hours, shifts, locations, and emergency call-in hours as needed.

Interested parties are encouraged to read the full job description available at the County Auditor's office or on the County's website: www.mahaskacounty.org. This job vacancy notice will be posted for 10 calendar days.

The County shall have sole discretion to fill this vacancy.
MAHASKA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER