

Brown County Information Technology
25 Market St – Aberdeen, SD 57401
Phone: 605-626-7139 Email: paul.sivertsen@browncounty.sd.gov

FULL TIME POSITION

JOB DESCRIPTION – IT TECHNICIAN

DEPARTMENT: Information Technology Office - consisting of the Brown County CIO and Full-time employees.

GENERAL DEFINITION OF WORK:

- Provides technical support including troubleshooting and resolution of issues with County computer systems at multiple sites.
- Operates, maintains and updates County computer systems and provides support to all operations on the system.
- Setup user accounts, e-mail accounts, passwords, codes on servers and other administrative duties when needed.
- Researches hardware and software needs, support and answers questions or concerns for all County IT systems.
- Performs back-up and recovery procedures for all files.
- Performs system support and modifications as directed.
- Installs, troubleshoots connectivity and supports LANS & WANS operated by the County.
- Assists in preparation and monitoring of computer policies, procedures and activities to ensure compliance with directives, resolutions, ordinances and legal state of software licensing throughout the organization.
- Responsible for the maintenance, confidentiality and accuracy of all County computer files, reports and backups.
- Participates in software and hardware evaluations and selection.
- Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Visual Studio 2013 and up
- Knowledge of computer hardware maintenance, troubleshooting and repair of all County systems.
- Knowledge of Windows XP Professional, Windows 7 Professional, Windows Server 2008 and up, VM Ware Horizon and up, SQL and Microsoft Office 2010 and up.
- Knowledge to aid in the planning, installation and technical support of LAN and WAN networks.
- Working knowledge of SQL databases
- Strong communication and interpersonal skills.
- Ability to maintain the confidentiality of records, information and nature of the work Ability to work without supervision. Ability to meet the physical demands including the ability to lift and handle up to 45 pounds of materials, bend, stoop and stretch as required for placement and retrieval of materials or equipment on shelving.
- Ability to work overtime as needed

MINIMUM QUALIFICATIONS:

Requires Associate's degree, MIS degree or the equivalent of two years of college or vocational school education in computer science or combination of education/experience.

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence.

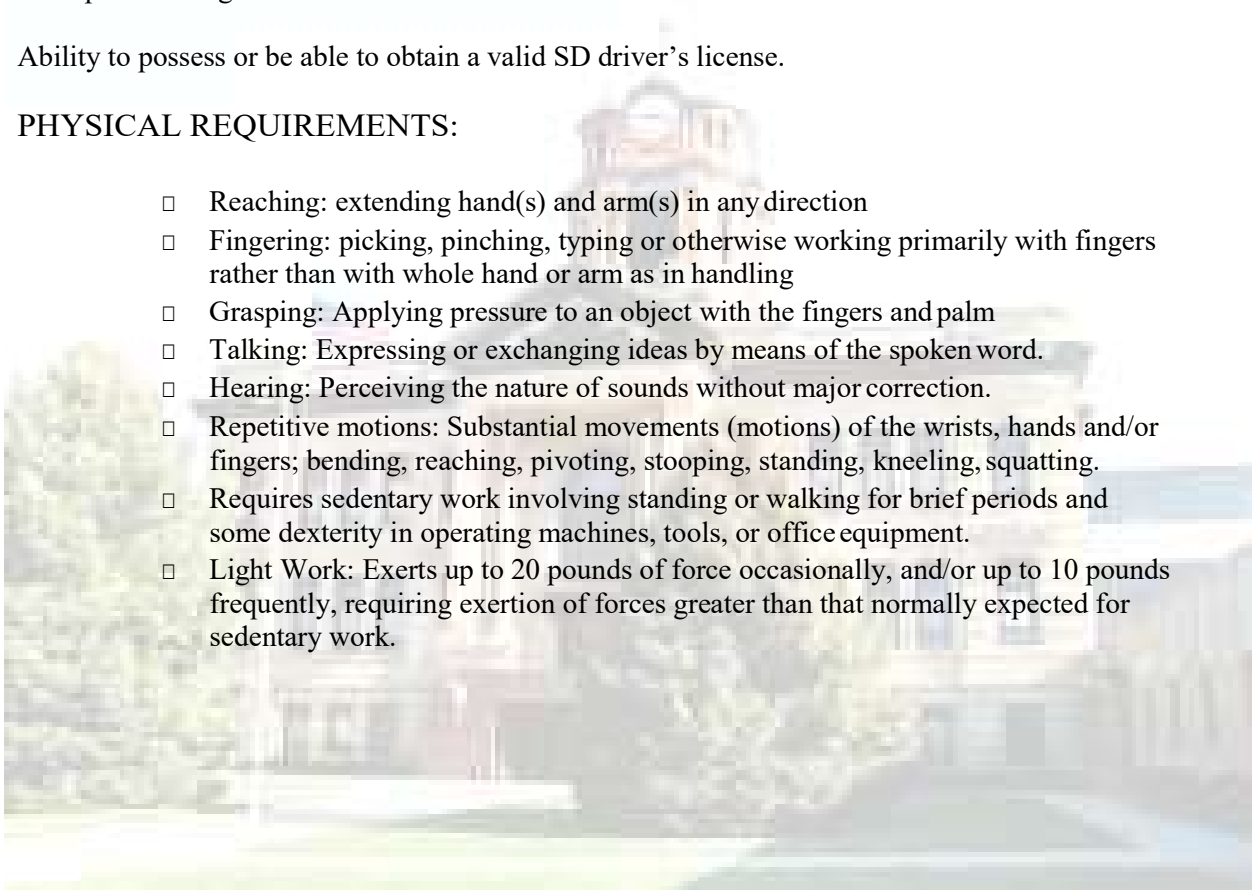
Ability to effectively present information in one-on-one settings and small group situations.

Must pass a background check.

Ability to possess or be able to obtain a valid SD driver's license.

PHYSICAL REQUIREMENTS:

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Requires sedentary work involving standing or walking for brief periods and some dexterity in operating machines, tools, or office equipment.
- Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.



BROWN COUNTY IT TECHNICIAN POSITION Open until Filled

Brown County is seeking a responsible individual for the full-time position of IT Support Technician. This individual will report to the IT CIO. The job description can be found on our Brown County website at www.brown.sd.us or sent upon request. The candidate must have an Associate's degree, MIS degree or the equivalent of two years of college or vocational school education in computer science or combination of education/experience. Applicant must maintain a valid SD Driver's License. Salary is \$21.88/hour. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) Brown County CIO 124 S 1st St Aberdeen, South Dakota, 57401, (phone (605)-626-7139, email paul.sivertsen@browncounty.sd.gov. Brown County is an Equal Employment Opportunity Employer.

