



## **Employment Opportunity Information Technology Support Specialist**

Westmoreland County, Virginia is seeking a qualified individual for the full-time position of Information Technology Support Specialist. The successful applicant must have the ability to gain thorough knowledge of Westmoreland County Government policies and procedures; ability to effectively communicate with other staff and members of the public to provide technical solutions for reported problems; must be proficient in IT hardware and software management in assigned systems; ability to exercise proper judgement when prioritizing and assigning work orders; ability to follow through and complete requests for service; and the ability to keep accurate records. The Information Technology Support Specialist must also have strong communication and organization skills and have effective time management skills. Associate's degree in Computer Science preferred; four to eight years of related experience; or equivalent technical training and/or certification in IT hardware/software. Must pass extensive background investigation with favorable results. Position may require travel to attend training and conferences. For a complete job description, contact the County Administrator's Office at 804-493-0130 or visit our website: [www.westmoreland-county.org](http://www.westmoreland-county.org).

Please submit a cover letter, resume and professional references to: Bill Cease, Director of Information Technology & Emergency Management, P. O. Box 1000, Montross, VA 22520 no later than 4:30 p.m., on Thursday, August 30, 2018. Starting salary is commensurate with qualifications and experience (Minimum \$34,678; Maximum \$57,148). Westmoreland County is an EEO Employer.