



ISLE OF WIGHT COUNTY
invites applications for the position of:

Information Services Specialist

SALARY: \$44,367.00 - \$57,677.00 Annually

OPENING DATE: 05/01/19

DESCRIPTION:

Isle of Wight County Department of Information Technology is recruiting for an Information Services Specialist who provides installation, administration, enforcement of internal network security policies, maintenance and training of enterprise Windows network programs. Additionally, the incumbent maintains hardware, software, and data used by the Emergency Communications Center and the Sheriff's department. The position reports to the Director of Information Technology.

EXAMPLES OF DUTIES:

- Provides technical assistance to system users for computer and/or communications equipment related problems;
- Under limited supervision, provides technical support for a variety of desktop and server equipment including hardware, software, and peripheral printers and related equipment, and upgrades existing hardware and software;
- Performs daily operations coordinating, configuring, installing, and maintaining various computing equipment, network equipment, network data systems, and end-user programs;
- Assists in design, planning and installation of County Network infrastructure including configuring LAN/WAN equipment such as switches, routers, wireless and backbone equipment to include fiber optic and copper cabling.
- Maintains help desk ticket documentation and prepare status reports as necessary. Manages computer and user active directory accounts as needed.
- Provides technical support and administration for phone systems to include cellular, IP, and analog.
- Assists with videography projects including but not limited to location shoots, interviews, video production and general duties related to filming and streaming County meetings and events.
- Assists in installation, operation, and maintenance of all electronic and mechanical equipment associated with the county television (PEG) channel, ensure proper equipment operation and maintenance to maximize system performance.
- Provides user training on the systems;
- Performs inventory/property management;
- Makes recommendations that impact the budget;
- Prepares and/or processes purchase orders;
- Makes minor system changes based on individual knowledge and experience and for major changes, defines need, weighs options, and proposes a solution;
- Mark underground communication lines for Miss Utility when requested on County property.
- Performs other related duties as assigned.
- Observes all approved safety and health policies and procedures pertaining to his/her work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.

Physical Demands:

The work is medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the use of fingers, balancing, climbing, crawling, crouching, grasping, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, stooping, standing, talking, visual acuity, and walking.

REQUIRED QUALIFICATIONS:**Education and Experience:**

Requires an Associate's degree in a related field or related education or training, and three (3) to five (5) years of work experience

Licenses or Certifications:

Requires A+, Microsoft Certified Professional, Network+, ETA Fiber Optics Installer, ETA Fiber Optic Technician certifications. Server+ and Security + certifications are desirable. Requires a valid driver's license.

SUPPLEMENTAL INFORMATION:

Position is open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.isle-of-wight.va.us/>

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Isle of Wight, VA 23397
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Position #1
INFORMATION SERVICES SPECIALIST
MJ