

INFORMATION TECHNOLOGY TECHNICIAN

Job Title: INFORMATION SYSTEMS/TECHNOLOGY TECHNICIAN

Department: INFORMATION TECHNOLOGY (IT) DEPARTMENT

Position Description:

The Information Technology Technician is responsible for assisting the IT Director with all aspects of Heard County's technology management needs.

Responsibilities:

Information Technology Duties

- Develop and maintain IT infrastructure
- Provide timely desktop support to staff
- Develop, maintain, and update ongoing IT plan
- Create, maintain, and track IT inventory
- Ensure timely new computer set up
- Determine, order and install county-wide hardware and software needs
- Work with voice and data network consultants as needed
- Work with program partners and staff to meet their computing needs
- Research technologies and systems for use in Heard County
- Maintain network & telephone infrastructure
- Help maintain and update the Heard County website as needed

And, other duties as identified by IT Director

Part-time position:

Requirements:

High school diploma or GED.

Must have valid driver's license:

Must pass background check and drug screen.

Applications will be accepted through Thursday July 3, 2008.

Please apply in person at the:

Heard County Commissioner's Office

Room # 15

Heard County Courthouse

Franklin, Georgia.

Applications available online at www.heardcountyga.com.