

## **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED IN-HOUSE ONLY BEGINNING  
JULY 27, 2022 THROUGH JULY 31, 2022.**

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC  
FOR AUGUST 1, 2022 OR UNTIL POSITION IS FILLED.**

**On-line: <http://www.co.wayne.in.us/web/jobs/index.php>**

**JOB TITLE: IT Coordinator, #10705**

**Date Posted: July 27, 2022**  
**Department: Information Systems**  
**Hours: 40 hrs/Full-time**  
**Annual Salary: \$25.34/per hour**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as IT Coordinator for the Information Systems Department, responsible for providing training and technical support to County personnel.

### **DUTIES**

Assists County personnel with computer related problems and instructs users on effective system utilization, including training in the use of new software applications and/or new hardware.

Performs installation and/or replacement of software and hardware for all County buildings, ensuring proper expansion of system upgrade and system conversion.

Running, terminating, and testing cabling (Cat5). Installs network biscuits and connectors and labels network closets.

Identifies, tests, and resolves software and hardware problems, recommending and implementing changes in system design and peripherals, including purchase of new equipment or software.

Works as a liaison for the IT Department/County.

Working as a liaison for IT Department/County and ISETS in Child Support and Clerks Office.

Setup and manage both Copy Centers, Annex and Courthouse.

IS/itcoordinator

Create State forms in PDF with text fields for all County offices.

Orienting, training personnel, establishing goals and standards for staff members, planning/delegating work assignments, maintaining discipline/recommending corrective action as warranted, and informing supervisor and staff of organizational developments.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

High school diploma or GED with previous experience in computer networking and hardware repair preferred.

Ability to obtain and maintain CompTIA A+ certification.

Working knowledge of standard office practices and extensive computer skills, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of County's computer system and ability to apply such knowledge to specific operations and procedures of County departments.

Working knowledge of continuing advancements in computer systems and ability to evaluate hardware and software for specific County applications.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports as required.

Ability to properly operate a variety of standard office equipment, including computer, telephone, calculator, typewriter, fax machine, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or

IS/itcoordinator

written form.

Ability to file, post, mail materials, copy data from one document to another, and maintain organized files.

Ability to advise and assist computer operators with basic tasks.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to count, make simple arithmetic additions/subtractions.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to read detailed prints, specifications, sketches, and layouts.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town to various work sites, but not overnight.

Ability to respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs duties which are broad in scope with priorities determined by supervisor and service needs of County offices. Assignments are guided by broad policies and/or general objectives and incumbent refers to supervisor when interpretations of departmental policies and procedures are thought necessary. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors in work are primarily detected or prevented through prior instructions from supervisor or notification from other departments/agencies. Undetected errors could result in damage to equipment and/or work delays in other departments/agencies.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, vendors, and the public for purposes of providing and exchanging information, rendering service, and instructing others.

IS/itcoordinator

Incumbent reports directly to Information Systems Director.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing up to and in excess of 50 pounds, pushing/pulling objects, keyboarding, bending/crouching/kneeling/reaching, close and far vision, color perception, handling/grasping/fingering objects, hearing sounds/communication and speaking clearly. Incumbent may work with or be exposed to violent/irate individuals. Incumbent occasionally works extended, evening and/or weekend hours and travels out of town to various work sites, but not overnight. Incumbent responds to emergencies on a 24-hour basis.

**APPLY AT:   Human Resources,  
Wayne County Government  
401 East Main Street,  
Richmond, IN 47374**

**On-Line:     [www.co.wayne.in.us/web/jobs/index.php](http://www.co.wayne.in.us/web/jobs/index.php)**

***Wayne County is an Equal Opportunity Employer***