
Minidoka County Government

Information Technology Specialist

Starting pay: \$31,200 – \$67,000 (based on experience) per year at 40 hours per week plus on-call

Posting closes November 23, 2021

Send resume to Minidoka County Commissioners, PO Box 368, Rupert, Idaho 83350 or hand deliver to 715 G Street, Rupert, Idaho.

An application for employment can be found at <https://www.minidoka.id.us/292/Employment-Opportunities>

Job Brief:

This position is responsible for managing all organization technologies and providing technology support and training. Primary duties include: analyzing systems and processes; maintaining workstations, servers, appliances, and networks; maintaining network security; and managing budget expenditures.

EXPERIENCE, REQUIREMENTS, and RESPONSIBILITIES:

Preferred Experience:

- Ability to work administratively in the Windows desktop operating system (Mac desktop operating system experience would be a plus)
- Ability to manages network operations to include: troubleshooting connectivity problems; installing & maintaining routers/switches; Active Directory; file permissions; exchange server email assignments; assessing and reporting operational status; and backups and security.

Preferred Soft Skills:

- Strong customer service skills with a high degree of patience and professionalism required
- Strong written and verbal communication skills
- Develop and maintains an excellent working relationship with fellow employees and also other organizations, ensuring the organization is well received and presented professionally and positively.
- Respect confidentiality in discussing consumer/participant, staff, volunteer and organizational matters and also maintains confidentiality of organization, project, fiscal and personnel related information.
- Help to develop and maintain technology policies, standards and procedures manual
- Develop and maintains related technology checklists

Preferred Technical Qualifications:

- CompTIA A+, Microsoft Windows, Apple macOS certification not required but would be a plus
- Proficient in a recent version of Microsoft Office suite
- Manage and maintain Microsoft Windows applications and systems including servers, workstations, Microsoft Exchange email system, etc. Maintains and manages Sheriff Department E-911 systems including, but not limited to workstations, Law Enforcement server, CAD/mapping, ARTS, Recording server & program, Paging, ISLETS, Alert Notification system, multifunction printers, copiers, wireless equipment, handheld devices, mobile command center system. Maintains and manages all appliances such as the backups, web security, etc.

Minimum Requirements:

- Must pass a background check
- High School Diploma or Equivalent

- Knowledge of basic networking
- Knowledge of computer hardware and the installation/maintenance of hardware and software
- Must be a team player and problem solving with the ability to be flexible to assist with other duties within other departments when called upon.

Essential Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive. The employee occasionally is required to climb, balance, stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 75 pounds.

Other Recommended Knowledge, Skills, and Abilities:

- Skills in prioritizing multiple tasks and managing projects as well as establishing effective timelines to meet absolute deadlines;
- Ability to expeditiously acquire knowledge of unknown computer programming and effectively apply to everyday duties;
- Ability to establish and maintain effective working relations with co-workers and clients;
- Ability to work well either alone or as part of a team;
- Ability to work in a fast pace environment; and
- Ability to complete tasks with multiple interruptions.
- Assist in day-to-day technical support of our county
- Plan out IT strategies by assisting in the following areas:
 - o Assessment of new technologies and utilization of existing technologies
 - o System integration and implementations
 - o Coordination of technology use between departments and introducing new ideas and technologies in the interest of the Minidoka County network infrastructure
 - o Security (physical office, server room, data)
 - o Disaster recovery/business continuity
 - o Hardware/software purchases and maintenance
- Strategic budget management for the department including prudent spending vs. strategic positioning and utilization of in-house vs. outside consultants
- Provide support for the Sheriff's Office systems including e911 equipment
- Ability to solve practical problems and deal with a variety of situational variables where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram, and schedule form

Full-Time Employee Benefits include (employee premiums paid by County):

- Medical, Dental, Vision, and Prescription coverage insurance paid by County at 100%
- Medical, Dental, Vision, and Prescription coverage insurance for the employees' immediate family - 43% paid by County with 57% paid by employee (FY2021 estimated total cost per month for employee and family is \$1,956.66; County's portion \$1,318.03; employee portion \$638.63)
 - o Medical – Blue Cross of Idaho/Gem Plan; 90/10 Plan
 - Individual deductible \$400.00; IOOP \$2,060
 - Family deductible \$800.00; FOOP \$4,120
 - General office visit copay \$20.00
 - o Dental – Blue Cross of Idaho
 - o Vision – Blue Cross of Idaho/VSP

- ComPsych Guidance Resources program provides confidential support, resources, and information for personal and work-life issues provided for by County with no cost to you
- Public Employee Retirement System of Idaho (PERSI) base plan with mandatory contribution and employer match of gross pay
- Portable Life insurance in the amount of \$15,000 (take it with you when you leave with a monthly/annual cost to you)
- 11 paid holidays, 10 days of paid vacation time after one year employment, and ½ day per month of paid sick time during first year of employment; paid time off increases as length of employment increases

Minidoka County offers access to the following with volunteer payroll deduction (premiums not paid by County):

- PERSI 401(k) retirement
- Nationwide Retirement Solutions
- Employee supplemental insurance options with choice of various types of coverage (accident, cancer, disability, death, heart attack, stroke, etc.)
 - Washington National
 - Aflac
- Portable dependent life and additional employee life insurance coverage
- Membership at Mini-Cassia Employee Credit Union
- 10% discount on gym membership through the City of Rupert

Equal Opportunity Employer:

Minidoka County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.