

**OURAY COUNTY
IT Technician**

Ouray County is seeking an IT Technician with 2 to 4 years experience in an office setting preferred, to provide MS Windows and MS Office desktop support and perform additional Window-based network tasks. Education: Associate's Degree in computer technology or related field, Bachelor's degree preferred or equivalent combination of experience and education. Experience: PC Hardware and Windows software troubleshooting and repairs. Windows-based network experience preferred. 40 hour work week. Hourly rate: \$30.06. Benefits included but not limited to: Medical, Dental, Vision plan, 5% matching retirement plan, Employee assistance program, paid time off including vacation, sick and personal leave. Please submit letter of interest and resumes to Ouray County Human Resources, P.O. Box C, Ouray, Co. 81427, (970-325-7332) Position open until filled. Ouray County is an Equal Opportunity Employer



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

IT Technician

Department: Information Technology

Pay Grade: 13

FLSA Status: Non-exempt

JOB SUMMARY

This position provides IT support (network administration) and user and software support with proprietary department software. Provides election security support and basic tech support for County-owned cellular phones. Provides OIT support when needed, as well as occasional website support.

ESSENTIAL JOB FUNCTIONS

- Reviews cyber security recommendations from various Federal, State and private company sources.
- Provides desktop user support.
- Administers network users and domain.
- Prepares end-user how-to written materials.
- Prepares end-user cyber security educational material; conducts training.
- Manages County IT user workstation inventory (desktops and laptops).
- Administers Google Workspace.
- Reviews and recommends new technologies.
- Oversees new user (desktop and laptop) deployment and upgrades.
- Manages phone system, provides support for Avaya IP Office phone users.

MINIMUM QUALIFICATIONS

Education and Experience:

Completion of a Bachelor's degree and five years of experience, or a combination of education and practical experience in a related field.

Certifications and/or Licenses:

Colorado driver's license

Knowledge, Skills and Abilities:

- Knowledge of maintenance of desktop computer equipment and procedures.
- Knowledge of Windows server environment and administration.
- Knowledge of cyber security principles.
- Knowledge of basic network technology.
- Knowledge of CISCO switch technology and Palo Alto Networks Firewall.
- Knowledge of Avaya Office IP and Partner systems.
- Knowledge of mail server administration.
- Knowledge of network wiring.
- Knowledge of Google Space administration.
- Knowledge of web design and programing.
- Knowledge of organization or department operations, services, and policies.
- Skilled in MS Office Programming and scripting skills.
- Ability to create user manuals and presentations in PowerPoint.
- Ability to communicate effectively orally and in writing.

PHYSICAL DEMANDS

This job requires continuous sitting, frequent stooping, kneeling, crouching, or crawling, frequent walking, frequent gripping or feeling with hands; typing/repetitive movement, occasional talking or hearing, occasional reaching with hands and arms, occasional standing, and occasional climbing or balancing. Occasionally required to lift up to 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in an indoor environment and may be exposed to dust, electrical hazards, and sharp objects/tools.