



# Position Announcement

**Position:** IT Specialist

**Date Officially Opened:** 11/16/2022

**Hourly Starting Salary Range:** \$28.72 to \$35.62 (DOQ)

(Full Salary Range to \$42.51)

**Direct Supervisor:** Manager of IT Services

**Department:** Business Services

**Normal Work Hours & Location:** 8:00am to 5:00pm – Monday thru Friday – Admin Bldg.

## **Position Function:**

Under the general direction of the Manager of IT Services, performs a full range of duties to assist the IT staff in installation, configuration, and maintenance of systems hardware and software and related networking components at all District facilities. Participate as a team member in certain information technology projects and initiatives.

## **Typical/Essential Duties:**

- 1) Take a lead role in IT initiatives and projects, work with third party contractors, and provide updates to the Manager of IT Services. Perform network administrative tasks and oversee help-desk support ticketing.
- 2) Maintain local area (LAN) and wide area network (WAN) infrastructure to ensure high availability and usability. Monitor and maintain communications services, including fiber backbone and leased telecommunication services, and run scheduled availability and performance tests.
- 3) Monitor and enforce security strategies, policies, and equipment to provide cyber-security protection for all District systems.
- 4) Assists in maintaining and monitoring life-cycles of servers, computers, mobile devices, and operating systems and application software. Monitor and maintain patch management for all operating system and application software. Ensure compliance with all Software End User License Agreements (EULA).
- 5) Assists in the development, design, and planning for additional infrastructure for future expansion. Maintain proper archive, storage and backup of all District data. Develop technical drawings, operational documentation, and training materials as needed.
- 6) Maintain accurate inventory of District hardware, software, and other IT resources. Notify Manager of IT Services of any violation of Computer, Internet, E-mail, and Information Assets Policy & Procedure Manual.
- 7) Ensure and perform duties necessary to maintain and administrate District VoIP telephone system, access control systems, Intrusion Alarm systems, audiovisual systems, and video surveillance system across the District. Perform daily backup operations and oversee appropriate handling and storage of District information assets.
- 8) Performs additional duties as assigned.

## **Knowledge, Skills and Abilities:**

Required knowledge and experience is normally obtained through the completion of a college, vocational or technical program related to Information Technology, Computer Science, or other related field and at least three (3) years of specifically related work experience. Formal education or training resulting in the award of a college degree or recognized certification may substitute for up to one (1) year of required work experience. CompTia, Microsoft or Cisco certifications are a plus. Must possess at least the equivalent of a valid Texas 'Class C' Driver's License. Must pass applicable pre-employment Drug Screen, Physical Exam, and Background Checks.

**Position is considered "Open until Filled."**

**Note:** All applicants must complete an employment application and submit it to the District's Human Resources Department in order to be considered for employment. Please visit the District's website at [www.ustrwd.com](http://www.ustrwd.com) to obtain an application and for instructions on how to apply.