

JOB POSTING

Job Opening: **Network Technician**

Reports to: **Director of Information Systems**

Hours: **70-80 hours/pay period**

Deadline: **October 28, 2020 to Dan Pipes**

Duties for this position include:

- Assist the I.T. department in assuring that all databases, servers, software, computer systems, networking Systems, and internet systems are operating properly, and help administer software upgrades and installations for the CHC, Public Health, Environmental Health and Animal Control facilities.
- Assist in planning and implementing special projects assigned by the CHC Executive Director/Public Health Administrator.
- Serve as a resource person for all management personnel. Assist in staff training and education in regard to telephone, computer and software systems.
- Assist the management team in areas necessary to assure the efficient and effective delivery of clinical and public health services.
- Assist running Ethernet computer wiring and work in spaces above overhead ceiling tiles.
- The computer and systems maintenance technician is partially responsible for computer equipment, networking equipment, communications equipment and building equipment maintenance and repairs.
- Troubleshoot, repair, maintain, install and perform testing activities on various computer equipment peripherals, data communication equipment and computer network systems.
- Work in concert with staff to facilitate smooth operations between the Community Health Clinic, Health Department, Animal Control staff and Courthouse.
- Provide assistance with cyber security monitoring software and investigations.
- Work with community health staff in quality assurance analytics and database queries as needed.
- Other duties as assigned.

Required:

- Associates degree in computer science or relevant Microsoft Certifications along with 5 years of relevant computer networking or server systems management experience
- Excellent phone and email support skills
- Must be able to lift up to 50 pounds and safely use a ladder

Qualities sought:

Must have a positive attitude, strong, steady work ethic, ability to maintain confidentiality, and ability to multi-task and prioritize. Must be detail oriented, and demonstrate the ability to follow established processes.

Whiteside County Health Department is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Submit resume to Dan Pipes by October 28, 2020
@ 1300 W 2nd St, Rock Falls IL 61071-1005 | dpipes@whitesidehealth.org
815-626-2230 ext 1275