

INFORMATION SYSTEMS/NETWORK SUPPORT SPECIALIST

The Information Systems/Network Support Specialist, under general supervision of the Data Processing Administrator, installs, troubleshoots, and provides routine service to personal computers, servers, networking equipment, and other peripheral equipment; develops database solutions for in-house information needs; provides support and training on such solutions; acts as deputy auditor as required.

Responsibilities

- Installs computers, peripheral equipment, and wiring as necessary for computer installations; troubleshoots problems and performs routine service on computer and associated equipment.
- Designs codes and implements in-house database solutions; serves as Database Administrator for such solutions.
- Develops and presents training programs to orient employees on computer operations and applications; receives inquiries on computer applications and provides assistance to network users.
- Receives and responds to work orders for hardware and network support and for database solutions.
- Attends meetings, conferences, and seminars concerning information systems and network support to maintain a current knowledge of the field.
- Perform other duties as assigned.

Knowledge, Skill, and Abilities

Knowledge of computer hardware and software, computer equipment installation, maintenance, and repair, safety practices and procedures; skill in computer operation; ability to interpret a variety of instructions in written, oral, picture, or schedule form, deal with problems involving several variables within familiar context, define problems, collect data, establish facts, and draw valid conclusions, calculate fractions, decimals and percentages, understand technical manuals and/or verbal instructions, develop and maintain effective working relationships, travel to and gain access to work sites.

Experience, Training and Education

2 years of college in computer science or related discipline or experience equivalent to college-level coursework in computer science, information technology or a related field, plus one (1) year of information systems/network support experience, or equivalent.

Skill in

- Thorough knowledge and experience of specifying, designing, implementing, and maintaining equipment for office networking, servers, firewalls, switches, and PCs.
- Direct knowledge and hands-on experience with Azure Cloud, and Office 365 Administration, Teams, and OneDrive.
- Transactional SQL preferred.
- Knowledge of Oracle is a plus.

Wages

- This position is a non-bargaining unit position
- Starting wage based on qualifications
- Excellent health, dental, prescription drug and vision plan; paid vacation, sick, and personal days; outstanding retirement plan, promotional position. Core hours are 8:00AM to 4:30PM, Monday through Friday, overtime may be required.

Applicants must complete a standard application which is available at <https://auditor.loraincounty.com/auditor/cms/files/File/Employment/Employment%20App.pdf> or can be picked up at the Lorain County Auditor's Office. Applicants must also submit a resume and cover letter to make their applications complete. Incomplete applications will not be considered.

Applications must be received in the County Auditor's Office by 4:00 PM April 30, 2024.

Send Application, Cover Letter & Resume to:

Lorain County Auditor
Lorain County Admin. Bldg.
226 Middle Ave., 2nd FL
Elyria, OH 44035

OR

You can email a complete application, resume, and cover letter to auditor@lcauditor.com

EOE