



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: JANUARY 25, 2016**

**CLOSING DATE: FEBRUARY 8, 2016**

**TITLE: IT SPECIALIST**

**GRADE: P-II**

**DEPARTMENT: INFORMATION TECHNOLOGY (HEALTH DEPT.)**     **BARGAINING UNIT: NON-BARGAINING**

**ENTRY RATE: \$16.01/HOUR \$31,220/YEAR**

**HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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**DUTIES/RESPONSIBILITIES:**

Performs desktop and end user support for the County IT. Work includes but is not limited to

- Support of desktop and client side peripherals.
- End user support including hardware and application assistance.
- Installing, upgrading and maintaining PC's and related hardware.
- Troubleshoot and support network connectivity infrastructure including Wi-Fi and cabling.
- Responsible for the monitoring and maintenance of daily IT backups.
- Assist in end user training in regards to departmental hardware and applications.
- Inventory of IT equipment.
- Provide "on-call" emergency support.
- Assist IT administrators with server, network, and group policy support.

Supervisory duties include: NONE

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge in the following areas:
  - Windows Servers, Windows 7
  - Antivirus, Disaster Recovery
  - Networking, Wi-Fi, Cabling
- Virtualization and imaging knowledge helpful.
- Ability to conduct research into emerging technologies.
- Must be a team player and work well with people.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Bachelor’s degree in computer science or related field, or (2) year technical degree and (2) years’ experience in a progressive IT environment. Experience in a help desk environment, Windows 7, Windows Vista, Microsoft Office and Outlook.

**SUPERVISION RECEIVED:** Work is performed under the direction of the County Information Technology Director or onsite IT Manager.

**STATEMENT OF BENEFITS:**

Below is the average contribution the county pays for an employee’s healthcare plan:

<b>NON-BARGAINING GRADE P</b>	<b>SINGLE COVERAGE</b>	<b>DEPENDENT COVERAGE</b>
(Amount corresponds with bargaining unit above)	<b>\$10,615.00</b>	<b>\$22,170.00</b>

- Average paid holidays annually – **14 days**
- Average paid vacation for 1st year – **6 days**
- Average paid personal days annually – **5 days**

*\*Holidays, vacation, and personal days may vary by bargaining unit.*