

**Job Title:** IT Specialist

**Reports to:** Employed by the Board of County Commissioners and supervised directly by the IT Director. Will work very closely with the Commissioners, Elected Officials, Department Heads, and county employees

**Terms of Employment:** At will, salaried professional, full-time (40 hours, 8-5 weekdays) with benefits. May be some evenings or weekends but would be minimal. Salary is dependent upon experience and education, in the range of \$50,000 - \$65,000 per year

**Minimum Qualifications:** Two years of related experience or equivalent relevant education and advanced information technology skill set

**Physical Demands:**

- Be able to lift up to 50 pounds
- Be able to carry up to 25 pounds 100 feet
- Be able to effectively communicate

**Expectations:**

- Maintain a positive and supportive relationship with all people in the work place and with outside support personnel
- Maintain a high level of confidentiality
- Be responsible for acceptable personal attendance and punctuality
- Accept responsibility for the identified job description and continually strive to perform work of the highest quality
- Must be willing to travel to other sites in the County if required
- Adhere to Carbon County's policies

**Essential Job Functions:**

- Working knowledge of computer application and software skills
  - Office productivity applications
  - Anti-malware
  - Backup utilities
  - File management
  - Ability to use, troubleshoot, maintain, and upgrade Windows operating systems, including Windows Server systems
- Must have a working knowledge of the Internet and Network Administration
  - Knowledge of Exchange Server and Outlook for e-mail
  - Ability to maintain system servers and all related network infrastructure
  - Must be proficient in Windows based server-client, Active Directory, and peer-to-peer networking
  - Must have working knowledge of network security systems including routers, firewalls, wireless technology, and server controlled anti-virus and backup software systems
  - Must be proficient with network infrastructure such as: switches, Ethernet cabling, network interface cards, patch panels, etc.

- Must have working knowledge of computer and office equipment maintenance
  - Ability to install and configure software, provide software upgrades and maintenance, and technical support to meet the needs of staff
  - Ability to install, maintain, and support computer hardware
  - Ability to provide basic maintenance and support for office equipment and machines including photocopiers, fax machines, postage machines, projectors, cellphones, and phone system

**Duties:**

- Install, maintain and support various networks and client computers, including software and hardware
- Provide maintenance and technical support for all staff
- Install, configure, troubleshoot, and fix applications and system software
- Install, configure, troubleshoot, and fix network and computer system hardware
- Maintain the countywide telephone system including infrastructure, software, maintaining a database of users, and training
- Assist departments with special technology related projects
- Assist with development and maintenance of a county-wide website including links to various services
- Assist with equipment maintenance and replacement
- Assist in county elections at the direction of that department
- Be familiar with the IT budget and purchasing procedures and assist as requested
- Perform all other duties as assigned by the IT Director, Commissioners, Elected Officials, or Department Heads

**REQUIREMENT FOR EMPLOYMENT**

- Possess and maintain a valid Wyoming Drivers License with a suitable driver's history
- Pass a criminal history and background check and maintain suitable criminal history

Questions or clarification about this job description should be addressed to IT Director, Matt Webster, at 307-328-7842 or [mattwebster@carbonwy.com](mailto:mattwebster@carbonwy.com)