

Darke County General Health District

C. L. Holman, DVM, RETS, Health Commissioner



*Contributing to a Stronger,
Healthier Community*

Information Technology Technician

Reports to: Health Commissioner

Hours: Flexible- part time hours to be determined

Rate of pay: TBD based on experience

The Darke County Health Department is seeking a part-time Information Technology Technician to work in all departments. The primary focus of an Information Technology Technician is to maintain local network system.

Duties and Responsibilities Include but are not limited to the following:

- Installing, configuring, testing, maintaining, monitoring, and troubleshooting the internal computer network.
- Troubleshoot network connectivity problems, including monitoring the networks and servers for problems, diagnosing problems and taking the appropriate corrective measures to endure an expedient resolution.
- Implements network disaster recovery and hardware, software and information protection and file integrity.
- Ensures network security by ensuring proper user accessibility.
- Install, administer, support, and maintain server hardware, peripherals, software, and operating systems.
- Receiving and responding to incoming calls, emails, or pages regarding network operations and/or problems.
- Assist in planning for the future strategy of networks and servers, and providing budgetary information as needed.
- Conducting research on various networks and products of networking in support of its development and procurement efforts.
- Evaluating and recommending network and server hardware and software for purchase.
- Performs other duties as assigned

Minimum Qualifications:

- High school diploma, network system operational training, and at least two years of experience in network support services, with a demonstrated ability to solve the most networking system issues.
- Coursework in computers and information systems may be substituted for experience. College, business school or specialized training is preferable. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work will be considered.
- Must be dependable, organized and possess excellent communication skills.
- Must be able to lift 50 lbs.
- Must have a valid Driver's License, transportation and auto insurance.

Please submit a cover letter & resume to darkecohd@darkecountyhealth.org or mail to the following address:

Darke County Health Department

Attn: Jody Hocker

300 Garst Avenue

Greenville, Ohio 45331

Position Deadline: Until position is filled.

***The Darke County Health Department is an equal opportunity employer.*

300 Garst Avenue Greenville, OH 45331

Telephone: 937-548-4196

Environmental Fax: 937-548-9654

Nursing Fax: 937-548-9128

Website: www.darkecountyhealth.org

Email: darkecohd@darkecountyhealth.org

