

LIST OF CURRENT JOB OPENINGS IN WEBER AREA CONSOLIDATED
DISPATCH CENTER. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY
CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

JOB TITLE	SALARY	ISSUE
IT SYSTEMS SUPPORT SPECIALIST	\$19.16-\$27.75/DOQ	7-31-2015

WEBER AREA DISPATCH 911 & EMERGENCY SERVICES DISTRICT

Full-time 40 hr per week

GENERAL PURPOSE: Performs complex technical server setup and systems analysis work. Analyzes, tests, implements and documents computer systems. Maintains and upgrades existing systems. Installs software and hardware. Assists users with hardware/software problems. Assists in developing technical policies and procedures .

SUPERVISION RECEIVED: Works under the general guidance and direction of the IT Systems Administrator.

SUPERVISION EXERCISED: None.

ESSENTIAL FUNCTIONS: Assesses needs and develops hardware and software solutions as required by users (interviews, determines requirements, makes notes, designs hardware and software solutions to accommodate needs). Assists with network equipment and wi-fi technology. Assists in the development of technical policies and procedures. Installs new hardware and software, trains users, and assists with problems. Makes necessary changes to systems as required and instructed. Installs and assists users with third party software (Microsoft Office, Windows, Acrobat, CAD software, etc.). Maintains, modifies, and upgrades existing systems. Coordinates with agencies served and communicates requirements and concerns to IT Systems Administrator. Maintains e-mail systems and backup systems and assures integrity and safety of data. Assists in maintenance of file servers, desktop computers and printers. Studies and develops proficiency with new hardware and software as required to assist users. Stays current in the field by consulting with outside vendors concerning software and hardware. Reads trade journals and advises users accordingly. Certified in vendor specific applications. Performs related duties as assigned.

MINIMUM QUALIFICATIONS Graduation or working towards a Bachelor's Degree in information technology or other closely related field, with extensive course work in computer applications. AND zero to two years of increasingly responsible employment as a computer technician. Or An equivalent combination of education and experience

Thorough knowledge of electronic computer programming and analysis; thorough knowledge of concepts of systems technology; thorough knowledge of analysis and design techniques and quantitative methods; thorough knowledge of data processing equipment; thorough knowledge of public relations techniques; thorough knowledge of technical report writing; thorough knowledge of the compilation and analysis of statistical, fiscal and related data; thorough knowledge of UNIX, MICROSOFT OFFICE, WORD AND EXCEL, WINDOWS XP, WINDOWS 7, VISUAL BASIC, HTML programs; thorough knowledge of on-line (teleprocessing) programming methodology. Skill in connecting and maintaining data processing and network equipment. Ability to apply general principles to specific conditions effectively; ability to communicate effectively verbally and in writing; ability to research and evaluate system needs and design procedures to fulfill requirements. Ability to establish and maintain effective working relationships with employees, public safety agencies, supervisors and the general public.

SPECIAL QUALIFICATIONS Criminal History: Have no criminal background or record. Hour Requirements: Position generally requires a Monday through Friday, daytime hour commitment, with most holidays off. Position does require some flexibility and adaptation to irregular schedules, including evenings, weekends and holidays; adjustment of shifts, overtime, breaks, etc., may be required on short notice. Requires flexibility in providing on-call status involving weekends and various hours.

TOOLS AND EQUIPMENT USED Desktop computer, laser printer, telephone, servers,

and various hand tools (screwdrivers, wrenches, etc.) Copy machine fax machine
PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

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functions. While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is also required to walk, climb or balance; stoop, kneel, crouch or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the work environment is usually quiet.

POSITION IS OPENED UNTIL FILLED

COUNTY APPLICATION FORM MUST BE SUBMITTED TO: Weber County H.R.
2380 Washington Blvd., 3rd Floor, Suite 340 Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
DRUG & BACKGROUND TESTING REQUIRED