



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

County Administration Building 201 N. Vermilion Danville, IL 61832
Phone: (217) 554-6005 Fax: (217) 554-6010 e-mail: njboose@vercounty.org

NOTICE OF JOB VACANCY

DATE: June 21, 2024

POSITION: *Assistant Network Technician*

DEPARTMENT: Tech Services

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW Non-Judicial

BASIC FUNCTION: Provides technical support of the overall County network equipment and software. This includes a variety of installation and repair of networking, personal computers, printers, phones, etc. Is also responsible to assist in a variety of technology related duties for day-to-day operations.

DESIRED REQUIREMENTS: Associate's degree in information technology, information systems, computer science or related field is preferred or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

STARTING SALARY: \$ 50,614

APPLICATION PERIODS: June 21- 27, 2024 (Internal)
June 28, 2024 (External) Or until position filled

METHOD OF APPLICATION: Apply in person or send application and resume to:

Human Resources
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Application available at www.vercounty.org
EEO Utilization Report available for public viewing at www.vercounty.org
AA/EEO

County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays.

Position Classification Description

Assistant Network Tech

Technology Services

Description:

Under direct supervision of Director and Assistant Director, provides technical support of the overall County network equipment and software. This includes a variety of installation and repair of networking, personal computers, printers, phones, etc. Is also responsible to assist in a variety of technology related duties for day-to-day operations.

Essential Duties and Responsibilities:

- Oversee the overall Vermilion County technology operations.
- Recommends back up and data security policies and procedures.
- Assist with management and coordination of information technology projects through design, procurement and implementation phases; researches and recommends appropriate hardware and software for the county's operational needs.
- Stays current on advancements in technology' identifies and assesses opportunities to improve services for the benefit of internal and public users.
- Administers and maintains user accounts for computers, email and software access.
- Maintains confidentiality of network, system, department, and user information.
- Installs, updates and repairs all county computer hardware and software.
- Maintains, creates and documents computer and network standards.
- Responds to maintenance requests regarding system problems.
- Installs connections and cabling.
- Understands and complies with County protocols to prevent cyber security risks.
- Works closely with departments to install technology equipment and software.
- Works closely with departments to solve technology problems or issues.
- Builds and maintains relationships with departments.
- Builds confidence and trust between technology users and the IT department staff.
- Performs related work as assigned.

Qualifications/Skills:

- Working knowledge of standard computer hardware and software design, installation and operation.
- Must be able to take direction and follow through with assigned tasks.

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- Must be able to travel to various Vermilion County sites to install, configure, and troubleshoot computer equipment, including desktops, laptops, printers, and peripherals.
- Ability to communicate with people with various levels of technical knowledge.
- Diagnostic and problem-solving skills to troubleshoot problems and find solutions.
- Must be able to multi-task and be team oriented.

Education, Experience, and Licensing Requirements:

- Associate's degree in information technology, information systems, computer science or related field is preferred or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- Minimum two years' experience working in technology operations.
- Requires a valid driver's license, a reliable vehicle with storage area to transport equipment necessary for installation and current vehicular insurance.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include ability to adjust focus.

In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position of this department.

6/13/2024

Date

Brian Talbot

Tech Services – Department Head