Job Title:	**Network Computer Specialist**	Dept./Division:	**IT/Info Tech**
Grade:	**Springsted - 19**	Location:	**City Hall**
Reports To:	**IT Operations Manager**	FLSA Status:	**Non - Exempt**
Represented:	**SEIU**	Date Reviewed:	**1 Nov 2019**

Job Summary:

Performs difficult technical work monitoring, backing up, and repairing hardware, software, servers, information technology and VoIP systems, and related work as apparent or assigned. Work performed under the moderate supervision of the IT Operations Manager.

Essential Functions:

- Arranges for and/or conducts user training and orientation sessions for personal computer applications, both for small groups and individuals; receives and answers users' questions and provide support by phone, e-mail, and on-site when necessary for PC hardware and software systems.
- Installs, configures, and administers the organization's workstations. May perform some telephone and voice mail support services. Creates, changes, and deletes user accounts. Administers corporate email licensing and membership. Applies or changes group and file permissions for users as directed. Creates, modifies and manages workflow documentation as it relates to network operations.
- Performs daily system monitoring; oversees and/or performs periodic system cleaning and routine maintenance of PC workstations; verifies the integrity and availability of all hardware, server resources, and systems; verifies completion of scheduled jobs. Performs daily backup operations ensuring automation of all required file systems and system data were successfully backed up to disaster recovery site.
- Repairs and recovers from hardware or software failures; coordinates with any impacted parties. Applies OS patches and upgrades at regular intervals; configures and adds new services as necessary. Retrieves lost files from backup upon user request. Maintain up-to-date inventory and licensing information for PC applications;
- Installs servers or rebuilds as necessary; configures hardware, services, settings, directories, and storage as specified by project or operational requirements. Provides the highest-level technical support when elevated from Service Desk; investigates and troubleshoots issues for users. Assists in the installation of personal computer hardware and software; coordinates repair of personal computer and printer equipment and systems, either in-house or via out-sourcing, as needed.
- Configures VoIP phone settings for users; troubleshoots and fixes issues with VoIP communications. Creates and implements firewall policies; runs reports as requested. Performs security evaluations on network and City resources; implements needed remediation. Participates in periodic system backup procedures on servers.
- Diagnoses basic local area network (LAN) problems and determine cause(s), solve when knowledge allows or pass on to appropriate party; contacts and works with LAN and PC vendors to solve problems; documents the LAN topology.

Physical Requirements/Working Conditions:

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires sitting, bending, reaching, hand dexterity (grasping, holding, keyboarding, repetitive movements), reading, writing, eye-hand coordination, seeing (near and/or far, color, depth, field of vision), hearing, using the telephone, contact with government officials and the general public, working overtime, and working inside and alone. Work is generally in a moderately noisy location (e.g. business office, light traffic).

Minimum Qualifications:

- Bachelor's degree with coursework in computer science, information technology, or related field.
- 1-3 years experience working with Active Directory, TCP/IP, OSI model, Windows/Linux administration, and virtualization at server and workstation levels.

Special Requirements:

- Valid driver's license in the State of Michigan.

TEST REQUIRED: **None**
Contact Human Resources to apply
(269) 966-3377
Posting Closes: Wednesday July 20, 2022 by 5:00 PM
Springsted Grade 19: $48,171.84 - $62,623.38
RESUME REQUIRED

Information Technology Engineer
Midland, MI

← Back to job vacancies

Under the supervision of the Information Technology Director, this is the entry-level IT position tha
duties involved in installing and maintaining the county's computerized information systems incluc
workstations and peripheral servers, network storage, network equipment, telephone systems, ar
departments. Responds to requests for assistance from county staff and resolves operations prot
and resolves system problems.

Associate's Degree in information technology, computer science, or related field, and four years c
responsible in information technology. Valid Michigan Driver's License. Working knowledge of th
network administration, network security, repairing and upgrading software and hardware, and trc
information technology systems.

Working knowledge of PC/Network hardware including, but not limited to, routers, firewalls server
Operating Systems, Virtual Service Technology, and Microsoft Windows/Server environment. Kn(
state, and federal laws, rules, and regulations as they relate to information technology in a public

 Ability to establish effective working relationships and use good judgment, initiative and resource
County employees, contractors to the County, representatives of other governmental units, profes
and the public. Ability to respond to emergencies or service needs on a 24-hour basis.

Current salary range starting at ==$24.21/hr progressing to $31.49/hr== (7 year progression) with ben(

Submit a resume and Midland County application to: Midland County Human Resources 220 W.
48640. You can obtain an application from our website at **https://co.midland.mi.us/HumanResc**
click here.   Applications can be emailed to **HR**   Application review will begin 8/5/2022. Position

📎 Job Description

📎 Midland County Employment Application

42nd Circuit Court, Midland County

Law Clerk

Under the supervision of a Circuit Court Judge, performs legal research and drafts legal memorandum for the Circuit Court. Reviews
motions requiring legal research, reviews specified documents and files for statutory compliance, drafts orders, and drafts opinions for