



**CITY OF CHILLICOTHE**  
LUKE M. FEENEY, MAYOR

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The **City of Chillicothe** Civil Service Commission is currently accepting applications for the position of:

## **Information Technology Specialist**

**Starting Hourly Rate: \$23.24**

**Application Period: April 22 – May 10, 2019**

The job specific **IT Specialist Application** is available in the Human Resources office located on the 1<sup>st</sup> floor of the City Administration Building at 35 S. Paint Street, Chillicothe, OH 45601 or online at <https://www.chillicotheoh.gov>. Completed **IT Specialist Applications** may be emailed to [pamela.brown@chillicotheoh.gov](mailto:pamela.brown@chillicotheoh.gov) or mailed to Human Resources Dept, 35 South Paint Street, Chillicothe Ohio, 45601, and *postmarked by May 10, 2019*.

### **Position Overview:**

Full-time classified position, exempt from collective bargaining. Responsible for installing, modifying and repairing computer hardware and software systems, and providing technical training, advice, and support for various City of Chillicothe departments, elected officials and employees. *A full job description is available on request.*

### **Essential Job Functions:**

- Responsible for installation, configuration and ongoing usability of system hardware, peripherals and software.
- Researches, identifies, & recommends procurement of computer hardware and software needed to satisfy user requirements.
- Installs appropriate software packages, operating systems, networking components and office applications.
- Provides daily operations and systems training, troubleshooting and support to employees in person, remotely and via phone and email.
- Verifies functionality of hardware and software components.
- Maintains detailed records, work-logs and prepares various reports.
- Maintains privacy and confidentiality while handling highly sensitive, confidential and personal data including but not limited to law enforcement investigation documents, protected medical and EAP data and employee's personal/protected information.
- Assists in the customization and adaptation of existing programs to meet users' requirements.
- Remains skilled in information technology, current on technical training and remains abreast of related trends.
- Performs other duties as assigned.

### **Required Knowledge, Skills and Abilities:**

- Considerable knowledge and skills in the installation, repair, maintenance, operation and training of computer operating systems, hardware, software programs and peripherals.
- Considerable knowledge of databases, firewalls, routers, telecommunications, server operating systems, infrastructure design, security methodologies, access control, wireless, fiber optic network, mobile computing and server virtualization.
- Ability to define problems, collect data, establish facts, draw valid conclusions and develop appropriate recommendations to resolve identified problems.
- Effective English written and verbal communication skills including the ability to explain complex technical issues.
- Time-management skills; ability to multi-task and prioritize a varied work load.

### **Minimum Required Qualifications:**

- High School Diploma or equivalency
- Certification, Associate's or Bachelor's degree in Computer Science, Information Technology or Computer Information Systems, related discipline; three (3) years related work experience or a combination of the high-degree of training, knowledge and experience necessary to satisfactorily perform the essential job functions.
- Must possess and maintain a valid Ohio Driver's license and maintain insurability under the City's fleet insurance.
- Safety-sensitive position under the City of Chillicothe's Drug-Free Safety Program.

**The City of Chillicothe is an Equal Opportunity Employer**