



Affirmative Action Committee
Marion City Hall
233 West Center Street
Marion, Ohio 43302

Committee Members

Elder Shawn Jackson Vickie L. Taylor-Radebaugh
Pastor Tyrone Kaiser Charles W. Wright
Milly Stockdale Janell O'Neil, Secretary

November 6, 2014

Posted: November 7, 2014

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Information Technology Department**.

Information Technology Specialist II - A full-time exempt position with an annual salary of \$42,494.00 - \$56,638.00, based on experience. Job Description is attached.

Please Note:

- Requires college level course work in computer science, information systems or related field. Bachelor's Degree preferred.
- Need at least 3 years of increasingly responsible computer and network support experience.
- Requires excellent customer services skills and good problem solving skills.
- Certifications in one or more technical or application support areas such as network administration and management, telephone systems, internet and/or database administration is preferred.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Friday, November 7, 2014 at 8:00 am
Application Closing Date/Time: Friday, November 21, 2014 at 1:00 pm
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
- OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

A handwritten signature in cursive script that reads "Janell O'Neil".

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members Safety Director Robbins City Hall – 3 Floors Police Department
Support Data List (AA) Service Director Shoup City Garage WWTP
Mayor Schertzer HRAA – O'Connor Fire Stations – 3

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title:	Information Technology Specialist II
Department:	Information Technology
Reports To:	Director of Public Safety
FLSA Status:	Exempt
Grade:	28
Prepared By:	Human Resources
Prepared Date:	08/12/14
Approved By:	Marion City Council
Approved Date:	September 9, 2014

Summary: Administers, coordinates and performs a variety of technical duties in providing daily operational and technical support for the City of Marion's computer systems including workstations and peripherals, network equipment, telephone systems and software used by City Departments. Administers, coordinates and responds to requests for assistance from system users and resolves operational problems. Performs diagnostic testing and maintenance on system hardware.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Administers and coordinates schedules and provides day-to-day operational support for the City's computer systems including the City's network, computers, telephone systems and related equipment.
- Receives user questions, problems, and request, either by telephone, in writing, or in person; answer user questions, resolve problems and fulfill requests; maintain a log or database of problem reports and track until satisfactory resolution.
- Administers and coordinates the installation, testing and support of computer hardware and software applications; the repair and replacement of computer components and related equipment. Will also help with this work as necessary.
- Conduct periodic preventive maintenance and diagnostic testing of all hardware and cabling systems to ensure a high level of reliability; maintain records of maintenance performed.
- Interface with City vendors and contractors to resolve problems and researches and evaluates new technologies and product.
- Trains users on software and equipment usage.
- Performs network administration functions such as maintaining user accounts and passwords, installing, upgrading and maintaining software on servers, upgrading server hardware, and troubleshooting and resolving network connectivity issues.
- Provide support in the operation of the City's telephone and voicemail systems.
- Work with users to become familiar with their job duties and requirements and to develop and test system procedural documentation.
- Document procedures, prepare reports, and maintain records of equipment and software as necessary.
- Collects and analyzes network and memory utilization.
- Obtain quotations and arrange for the purchase of new technology.
- Prepares annual department budget and monitors compliance with approved budget.
- Determines needs of department and City's IT need and implements and modifies as necessary.
- Provide support for the City's internet and intranet website.
- Performs on-call after hours support duties on a rotating basis.

Supervisory Responsibilities: Supervises the Information Technology Specialist I. Responsible for overall direction, coordination and evaluation of the staff. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include: interviewing, hiring, training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School Diploma or GED with college level course work in computer science, information systems, or a closely related field. A Bachelor's Degree is preferred. At least three years of increasingly responsible computer and network support experience in a comparable environment. Experience in local government is preferred.

Language Skills: Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and some government regulations; write reports and correspondence; speak before groups; communicate effectively with clients, agencies, supervisors, officials and others.

Mathematical Skills: Ability to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to: apply common sense understanding to carry out instructions in written, oral, or diagram form; deal with problems involving delicate situations requiring discretion.

Certificates, Licenses, Registrations: Certification in one or more technical or application support areas such as network administration and management, telephone systems, internet and/or database administration is desirable.

Valid Ohio Driver's License.

Other Qualifications: Must be able to pass drug test and criminal background check. Must not use any tobacco products.

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.

The employee is: regularly required to sit; use hands to finger, handle, or feel and talk or hear; frequently required to reach with hands and arms; occasionally required to stand and walk, lift and/or move up to 75 pounds. Specific vision abilities required include close, distance, color and peripheral vision; depth perception and 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 employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet to moderate.