<div align="center">

Lorain County Board of Developmental Disabilities
Murray Ridge Center
1091 Infirmary Road • Elyria, Ohio 44035
POSITION OPENING

</div>

INFORMATION TECHNOLOGY (IT) COORDINATOR
Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

High school diploma, or GED with relevant certifications (e.g., Cisco, Microsoft, A+) and 10+ years of associated work experience (or Bachelor degree in the area of computer science or related field with 6+ years of associated work experience).

Ability to work proactively and independently when needed and also work within a team on projects. Excellent communication skills including the ability to train users/coworkers and create written guides and procedures.

Proficient with Microsoft Windows Server 2008+, Exchange 2016, Office 2019+, Adobe Professional, Crystal Reports and enterprise level antivirus/backup/web monitoring/encryption software. Working knowledge of Microsoft Active Directory, Group Policies, and WSUS. Familiarity with copiers, printers, wireless connectivity, mobile devices, SQL Server, Barracuda devices, Cisco switches, routers, and phone systems.

Ability to prioritize daily, weekly, monthly and yearly tasks while being able to deal with spontaneous issues that arise. Adept at dealing with an ever-changing stressful environment with a positive attitude. Excellent troubleshooting and problem-solving skills are a must have for this position.

Must have the ability to clearly and fluently articulate the English Language.

Must be able to safely lift equipment without assistance weighing up to 50lbs, climb ladders, and crawl under desks. Ability to walk back and forth in any agency facility as well as to and from parking lots, frequently during the day.

Must have a valid Ohio driver's license. Must have an insured personal vehicle to use while on agency business. Must have demonstrated satisfactory job performance. Must have a record of reliable work attendance.

Must be able to meet all requirements and obtain all certificates required to perform the job or any aspect of the job, and to access funding for performance of any aspect of the job.

Preferred:

Previous work experience with: Server Virtualization (including setup and maintenance); Crystal Reports (advanced); SQL; Sybase; mobile device management; HIPAA compliance; document retention laws; FoxPro; Adobe LiveCycle.

RESPONSIBILITIES

Helping to maintain a 300+ Windows workstation environment with multiple locations.

Administering enterprise level antivirus, backup, web monitoring, and encryption software.

Helping to prepare and maintain procedures and guides for staff as needed.

Researching and making recommendations for purchases of computer software and hardware.

Analyzing data quickly and accurately, with attention to detail.

Driving to agency locations when needed to troubleshoot, install, or deliver IT equipment and software.

Communicating in a pleasant and professional manner with County personnel and agency staff on a daily basis in a governmental environment.

Ability to maintain confidentiality.

HOURS: Monday through Friday, 40 hours/week as scheduled by supervisor. Hours and days flexible to meet IT Department needs including weekends, holidays, and program closing days, as required.

SALARY: Level 6 (Confidential Contract)

<div align="center">

CLICK HERE TO COMPLETE AN EMPLOYMENT APPLICATION

</div>