



San Miguel County

Human Resource Office

Eileen Sedillo, Director

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4
Max Trujillo, District 3 | Kenneth Medina, District 5 | Bernadette Baca, District 2
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for an **Information Technology Technician** in the Information Technology/ Rural Addressing Office. Under the direction of the Information Technology Director, this individual is responsible for the support and maintenance of all hardware and software applications for all San Miguel County Departments. Duties include GIS, Rural Addressing, Phone system management, IT desktop support, IT network support, help desk and all other IT and Rural Addressing tasks as assigned.

Salary Range 29: **\$35,298.00 - \$44,123.00**

Status: Full Time position

FLSA: Non Exempt

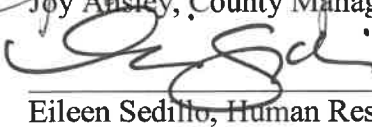
Deadline for application: November 8, 2024

Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at 500 West National, Suite 202 or on the San Miguel County website at www.co.sanmiguel.nm.us

San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Joy Ansley, County Manager

10.24.24
Date


Eileen Sedillo, Human Resource Director

10.25.2024
Date

Published: _____, 2024



San Miguel County

INFORMATION TECHNOLOGY INFORMATION TECHNOLOGY TECHNICIAN JOB DESCRIPTION

Status: Full Time Position
FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES:

Under the direction of the Information Technology Director, this individual is responsible for the support and maintenance of all hardware and software applications for all San Miguel County Departments. Duties include GIS, Rural Addressing, Phone system management, IT desktop support, IT network support, help desk and all other IT and Rural Addressing tasks as assigned.

RESPONSIBILITIES AND DUTIES:

- Assists with maintenance of all County computer networks, VoIP and GIS Systems to include trouble shooting
- Responsible for Help Desk tickets and complying to IT SOP for Help Desk tickets
- Experience with creating and maintaining Excel spreadsheets, databases, and utilizing other software to create documents; must be willing to learn any other equipment/software needed to adequately and properly perform duties required
- Maintains inventory of end user technology assigned to employees
- Assists in scheduling maintenance for networking equipment
- Assists in maintaining the San Miguel County Website
- Assists with creating and/or printing forms for County Departments
- Assists with installing computer software and/or hardware
- Orders supplies relating to data processing equipment
- Assist in maintaining the security camera system to include installs and troubleshooting
- Assists with the installation and training of a new software and hardware to encompass all County departments
- Assists in the Rural Addressing as needed
- Will help maintain GIS Database to include updates and troubleshooting
- The duties of the Computer Information Technician are not limited to those set forth above. The employee will perform such functions, duties or assignments as given by a supervisor consistent with ability, background and expertise.

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent (GED)

Minimum 1 year experience working in an IT environment/helpdesk

Knowledge or work experience with governmental addressing systems preferred

Must possess a valid New Mexico Driver's License

Must pass a background check and pre-employment drug and alcohol screening

SKILLS AND ABILITIES:

- Organized and detail oriented
- Self-motivated with the ability to work independently and learn quickly
- Must be able to provide written and/or verbal directions and instructions
- Must be able to write letter, reports, grant applications using proper format and grammar

- Must be able to plan and direct own work activities in an effective and efficient manner
- Must be able to safeguard confidential information
- Must be able to use tact and courtesy when working with a diverse range of individuals, including the public, sometimes under stressful situations
- Ability to cultivate effective working relationships with co-workers, county officials and department heads

ENVIRONMENTAL/PHYSICAL CONDITIONS:

Work will be performed in a general office setting, occasionally working in other facilities or in the field. Occasional callback may be required. May be exposed to electrical hazards associated with operation and maintenance of computer equipment. Countywide travel is required.

PRIMARY WORK POSITION:

Primary work position: Sitting. Occasional kneeling or crawling may be required.
 Mobility factors: Sit 65%, Stand 15%, Walk 10%, Kneel/Bending 10%.
 Must be able to lift up to 75 lbs.

SPECIFIC MOVEMENTS:

Arms: Reach and extend.
 Legs: Bends, walks, squats, climbs and kneels.
 Hands: Gross Dexterity, occasionally, grasp/manipulate, bilateral coordination and continuous eye/hand coordination.

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

APPROVED BY SAN MIGUEL COUNTY BOARD OF COMMISSIONERS: _____

 COUNTY MANAGER DATE

 HUMAN RESOURCE DIRECTOR DATE

 INFORMATION TECHNOLOGY DIRECTOR DATE

 EMPLOYEE DATE