

## **RICHLAND COUNTY JOB POSTING**

<b>Posting Date</b>	Friday, April 12, 2024
<b>Position</b>	Training/IT Administrator
<b>Department</b>	Job & Family Services
<b>Application Deadline</b>	No later than 4:00 PM, Friday, April 26, 2024

### **Position Description:**

Richland County Job & Family Services is seeking applicants for the position of Training/IT Administrator. The Training/IT Administrator is responsible for directing and managing IT/management information operations; planning, administering and implementing agency IT policies, programs, and procedures; and ensuring security compliance with local, state and federal rules and regulations.

### **Position Essential Functions:**

- Develop, implement, update and analyze agency IT methods, programs and related materials/equipment;
- Install and/or maintain, evaluate and update agency computer hardware and software, networks and systems;
- Collect, analyze and interpret data for reporting purposes;
- Develop, implement and maintain agency security systems and perform ongoing data security service tasks;
- Manage inventory and routine maintenance of computers, printers, scanners, copiers, faxes, etc. to ensure optimal performance.

### **Position Qualifications:**

- Bachelor of Science from an accredited college or university in a field relevant to computer science;
- Four (4) or more years of related work experience and/or training, including supervisory experience and experience with client services;
- Proficiency in computer systems; software, hardware and networking;
- Effective written and oral communication skills, including public speaking;
- Excellent interpersonal skills; ability to interact with individuals and other agencies;
- Demonstrate critical thinking, self-motivation and strong organization skills.

Richland County offers a competitive compensation package with the pay for the position ranging from \$24.76 to \$33.42 per hour. Additional benefits include health, dental, additional life insurance, optional vision, and other benefits related to public sector employment (participation in the Ohio Public Employees Retirement System – OPERS). Qualified candidates may send a resume and letter of interest to Lori Bedson at [Lori.Bedson@jfs.ohio.gov](mailto:Lori.Bedson@jfs.ohio.gov).