

**MONTEZUMA COUNTY
POSITION DESCRIPTION**

Position Title: Information Technology (IT) Technician

Department: Information Technology (IT)

Status: Full-time, exempt

General Purpose:

Provides regular support to county employees and county computers including hardware/software support, networking and databases. Serves as part of the IT Department with tasks including Windows system installations and maintenance, website development and maintenance, email management, backups and other basic IT functions.

Supervision Received:

Works under the general direction of the IT Manager.

Supervision Exercised:

This is a non-supervisory position.

Essential Duties & Assistance to IT Manager:

1. Install, move and maintain system hardware including computers, servers, printers, monitors, cabling, peripherals, communication equipment and network equipment.
2. Install, maintain and modify system software and files as needed by individual employees, county departments or as determined by the Information Technology Department.
3. Maintain system and network security and integrity as needed by county departments or determined by the Information Technology Department.
4. Configure, maintain and monitor regular file and system backups.
5. Design, develop and perform regular maintenance of county web pages, websites and internet technology.
6. Design and analyze databases as needed for individual employees, county departments or county projects.
7. Design training programs and train county staff in the use of hardware and software.
8. Answer basic questions and complaints about equipment and software; investigate and solve operational problems experienced by various system users.
9. Attend regular departmental, county and public meetings as needed to provide technology support, or participate as a representative of Montezuma County and the Information Technology Department.

10. Perform other duties as needed or instructed by the IT Manager including tasks related to information technology, communication technology, audio/visual and surveillance.

Mental and Physical Demands and Work Environment:

1. The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

3. The employee is frequently required to lift up to 50 pounds.

4. Regular work performed in an office environment in multiple buildings and departments, including prolonged periods of sitting and frequent travel up and down stairs. Infrequent work performed in building infrastructure with possible exposure to weather conditions, heat, cold, dust, noise, and construction hazards.

5. Must be able to work occasional irregular hours and weekends.

6. Work environment can be mentally demanding.

7. Must possess and maintain a valid driver's license.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION. Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.