

IT PROFESSIONAL I

JOB PURPOSE AND SUMMARY

The IT Professional I performs work that is routine to moderately complex and performed under the guidance of more senior staff to support County-wide operations.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

CLASSIFICATION DISTINCTIONS

The IT Professional I classification in the IT job family is responsible for performing tasks that are primarily standardized including some non-routine tasks that are more specialized in nature. Applies judgment in resolving problems and making routine recommendations. Refers the more complex issues to higher levels. Works under general supervision typically receiving no instruction on routine tasks and general instructions on new tasks.

ESSENTIAL JOB FUNCTIONS

Delivers County wide technical proficiency in the following areas:

Problem Resolution, Incident and Customer Service Management –

- Solve problems and incidents through standard concepts and practices to satisfy the customers need, ensuring internal and external control requirements are considered.
- Communicate upward as needed to ensure the appropriate level of awareness.

Availability, Monitoring and Continuity Management –

- Monitor system or application functions and performance.
- Implement routines to capture metrics and report to IT management on defined key metrics on weekly base.
- Participate in the development of processes and procedures.

Acquire and Maintain Information Technology –

- Procure technology solutions to satisfy business and IT requirements, using critical elements from the business and the Clark County IT technology plan.
- Replace and install hardware & software according the Clark County IT technology plan.

Additional responsibilities may include:

- **Business System Analyst:** Define requirements for new and existing technology solutions through analysis of business problems and end-user needs.
- **Database Administrator:** Database administration.
- **Desktop Administrator:** (Virtual) desktop and laptop support, Service desk, network support, client software support and training.
- **DISC:** Support specific IT related applications and services.
- **Network Administrator:** Local and wide area network support, remote access support, wireless support, telecommunications support.
- **Programmer Analyst:** Application programming, web design, systems development and integration, business application support.
- **Project/Programs:** Participate and/or coordinate small (internal) technology projects.
- **System Administrator:** System, storage and backup support. Email and other infrastructure application related support.

Perform other duties as assigned.

QUALIFICATIONS

Bachelor’s degree or equivalent experience in information technology, computer science or a related field or any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Establish and maintain effective working relationships with a variety of individuals and groups including customers in high stress situations.

Participate as a member of a self-directed work team and utilize the resources of other team members.

A valid motor vehicle operator's license may be required depending on the job functions.

Employment is contingent upon passing a security background investigation.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in an office setting at computer terminals. Incumbents are expected to have the manual dexterity to manipulate keyboards and other computer hardware. Some telephone usage is involved in the work as much of the client contact is via phone.

Incumbents must listen, speak, read and interpret information from written sources and on the computer.

The incumbent may spend a significant amount of time retrieving information from the computer, requiring repetitive motions of the hand and wrist.

If required for the position, the incumbent must have the ability to perform the following: walking, climbing stairs, bending, crouching, and lifting of objects up to 60 pounds.

During emergencies or special projects, this position may be required to work an irregular and changing schedule, which may include working extended hours to correct technical issues, attending early morning or evening meetings, working weekends and holidays, and/or be available, by phone to answer questions or be called in. The incumbent may be required to remain accessible and available for standby duty.

The incumbent may be required to attend training that may involve air travel and hotel living accommodations up to several weeks a year.

Created: 10/31/2016