

NOTICE OF VACANCY
Mahoning County Children Services
222 West Federal Street
Youngstown, OH 44503
330-941-8888

Position Title: Part Time Technical Specialist

Building/Location: Mahoning County Children Services

Director/Supervisor: IT Manager

Salary Range: \$17.19 per hour

Date Issued: 07/15/22

Filing Deadline: In order to be considered, an application must be submitted **by 4:30 p.m. on Friday, July 29, 2022**. Interested individuals may obtain an application on-line at www.mahoningkids.com. Applications/Resumes may be submitted by e-mail to susan.babinec@jfs.ohio.gov or submitted to:

Mahoning County Children Services
Attn: Human Resources
222 W. Federal Street
Youngstown, OH 44503

Responsibilities: Under the general supervision of the IT Manager, oversees and supports the Agency's computer network.

ESSENTIAL JOB FUNCTIONS:

- Understand and assist in implementation of changes in state data bases.
- Coordinate and install approved hardware/software upgrades.
- Run/build Crystal reports that are existing or need created per supervisor or management.
- Review and redesign workflow documents relative to data capture and data entry requirements.
- Run SACWIS reports generated through SACWIS.
- Assist with fingerprinting clients in and out of the agency.
- Keeps data entries of all purchased equipment.
- Assist on small to large scheme projects.
- Helps with moving of furniture and all data equipment.
- Request network and assign system user IDs for employees.
- Troubleshoot server network connection problems/ IT Projector Issues.
- Setup and configuring of IP phones and voicemail.
- Recommend software purchases based upon agency needs.
- Install software upgrades.
- Repair and/or coordinate repair of workstations (hardware and software.)
- Patching and configuring telephone lines for user.
- Network user security and password resets.
- Create name badges for all new employees.
- Train appropriate staff on hardware and software upgrades, basic computer applications.
- Oversee management of data entry/ computer system.
- Function as the back-up to the telephone operator position and SACWIS Coordinator.
- Assist with sending out faxes to workers/supervisors.
- Attends training, agency and community meetings as required.
- Other job duties as required.

- **Qualifications:** Completion of Associate Degree in Computer Science or Computer Information Systems. Preferred candidate would have 4-year degree or be working on same. Relevant experience required.
- Must have valid Ohio driver's license, state minimum automobile insurance, and car available at all times.

MAHONING COUNTY CHILDREN SERVICES

AN EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F V/H