

Part Time IT Technician / Library System

The primary function of this job is to assist/support the Calhoun County IT Department with the planning, organization, development, coordination, implementation, documentation, and maintenance of the county's library system and its various information technology systems. Along with the technical aspects of the position the candidate will also be responsible for developing and presenting media content specific to teaching basic computer skills to patrons.

Some on the Job Training will occur, especially for library specific applications and technology; however, prior understanding of basic information technology concepts is expected.

This is an entry level part time computer technician position within the Calhoun County Information Technology department which is currently a 4 person department. The department supports approximately 16 sites located within Calhoun County, though primarily located in and around Port Lavaca. It also supports approximately 300 systems, 28 servers, approximately 325 users, and a wide array of departments, software, hardware, and peripherals related to such fields as Law Enforcement, Financials, Elections, Road and Bridge, Security, etc.

The structure of part time hours is flexible; however, the total number of hours is expected to be fairly consistent at 30 hours a week with the majority of those being during normal business hours Monday through Friday 8 A.M. to 5 P.M. under normal circumstances. Work outside of normal business hours is expected in some circumstances like system outages or after hour maintenances; however, these are typically not regular occurrences and cannot be relied upon to achieve the 29 hours for the position. Other duties as assigned by department head. Appropriate business casual work attire is expected.

Wage will commensurate on skillset and experience.