



Posted: 3 March 2017

Now hiring: Information Technologist

Description

St. Tammany Parish Mosquito Abatement District (STPMAD) seeks to hire an Information Technologist. The primary responsibility of this position is to install, maintain, secure, and support the district's computer hardware, software, and network equipment. Work is performed under the supervision of the Assistant Director and/or Director.

Job duties include:

- Implements, installs, and maintains hardware, software and processes for efficient business operations.
- Maintains a secure IT environment for the protection of STPMAD data and business processes.
- Diagnose and resolve issues in supporting Microsoft Office, related to system access, PC hardware, application software, and basic network communication issues with laptops, desktops, and servers.
- Troubleshoot data/software/hardware issues.
- Administration of databases and networks.
- Performing routine audits of systems and software.
- Adding, removing, or updating user account information, resetting passwords, etc.
- Researches the cost effectiveness and compares prices for computer hardware and software products for efficient business operations.
- Maintains appropriate information technology systems documentation and inventory.
- Designs and maintains the STPMAD website.
- Trains staff in the use and maintenance of computer hardware and software.
- Maintains data connections and integrity for STPMAD's enterprise Geographic Information System (GIS).
- Assists STPMAD staff with the digital creation of graphical brochures and publications.
- Assists STPMAD staff with video editing and production.
- Assists STPMAD staff with the integration of technology into control operations and research projects.
- Perform other duties on an as needed basis.

Qualifications

An associate degree in Information Technology, Computer Science or related field or certification equivalent (MCTS, MCP, MCITP, MCSA, MCSE) is required. The applicant must have at least 3-4 years of experience in IT. Must have on the job experience with: Desktop Troubleshooting, Help Desk, Networking, Microsoft Office, servers and active directory. Experience with computer programming in Python and/or R statistical program or other programming languages is preferred. Experience with Geographic Information Systems (GIS) is also preferred.

Compensation

Annual compensation of \$50,000-72,000 is dependent on education and experience. In addition, health insurance premiums are fully covered by STPMAD. A public employee's pension plan is provided for retirement benefits.

This position will remain open until filled. If you have any questions, or if you would like to apply for this position please contact:

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