



HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive
Hilo, Hawaii 96720-2013
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Job Posting

POSITION TITLE: Information Technician
REPORTS TO: Executive Director
JOB LOCATION: Hilo Central Administration
FLSA: Part time/FTE .50 (20 hours per week)

ACCOUNTABILITY: This position reports directly to the Executive Director. Responsible for maintaining the integrity of all computers workstations, associated and hardware and software used by the organization.

ESSENTIAL JOB FUNCTIONS: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.)*

1. Ensure infrastructure continues to meet necessary demands
2. Protect data from outside infiltration through encryption, secure data storage , firewall, and other necessary means
3. Properly disposes of hardware, software and data.
4. Installation of hardware and software
5. Configure and ensure ongoing usability of hardware, software, wireless, and wireless remote systems.
6. Verify functionality of hardware and software components and recommends necessary upgrades and recovery procedures
7. Troubleshoot hardware and software issues in person, remotely, and via phone
8. Procures and manages outsourced information technology program
9. Conduct regular network backup operations, review and recommend individual backup procedures
10. Performs other duties as assigned by the Executive Director

WORKING CONDITIONS:

Work indoors, may require driving to other office locations. Requires regular attendance to established work schedule and adherence to established HCEOC policies and procedures.

EQUIPMENT USE:

This position requires the use of computer equipment ie: monitors, laptops, desktop, towers, servers. Ability to use hand tools.

MENTAL DEMANDS:

Duties require technical, attention to detail.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, walk, reach with hands and arms, talk to hear. Use hands to handle, feel and work with components, good manual dexterity is required. Ability to stretch, crouch, kneel and bend. The employee must frequently lift and/or move 10 pounds up to 30 pounds. Specific vision abilities required by this job includes close vision, distance vision, depth perception, and ability to adjust focus.

Also, the candidate for this position must meet health and physical condition standards necessary for proper performance of duties.

COMMUNICATIONS:

Duties require frequent communication inside and outside the Agency.

KNOWLEDGE SKILLS AND ABILITIES:

- Technical Understanding
- Process Improvement
- Data Processing
- Networking Knowledge
- Operating Systems
- Standard office practices and procedures
- Microsoft Office Suite Excel and Word, e-mail, and related PC software systems
- Information technology management
- Records, data, imaging, and voice management
- Negotiate with vendors
- Establish and maintain working relationships with other staff members
- Understand of IT principles and the ability to communicate technical concept effectively to a varied audience
- Strong sense of discretion and confidentiality required

MINIMUM QUALIFICATIONS:

- A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree with an emphasis in computer science.
- Must possess a valid driver's license with no restrictions or serious violations
- Provide a driving abstract prior to hire and updated annually

If you are interested in applying for this position, please submit your resume and letter of interest to Human Resources, H.C.E.O.C., 47 Rainbow Drive, Hilo Hawaii 96720, or by email to hceochrclerk@hceoc.net or visit our website www.hceoc.net and complete an application.

Closing date for this recruitment will be Wednesday April 4, 2018, 12:00 noon.