

Network Specialist I

Employment Status: Full-time
Salary Range: \$40,326 to \$62,328
Hours of Work: 37.5 Hours/Week
Department: IT

OVERALL OBJECTIVE OF JOB

This position is responsible for providing daily tech support of computers, software, servers, printers, networks, data communications and other hardware and software in the IT department. In addition, this position will be responsible for the daily support related to hardware, software, networks and communications of the Intellectual Disabilities system (HCSIS) with the Mercer County Behavioral Health Commission, Inc.

ESSENTIAL FUNCTIONS OF JOB

- Position will be responsible for daily support of the MCBHC computers, servers, printers, software, networks, and data communications. This is inclusive of troubleshooting, repairs, setup and customizations as required.
- Position will be responsible for ensuring standardized backup procedures are in place as well as maintaining and supporting these functions.
- Position will be responsible of setup, maintenance and updates of all servers in the organization.
- Position will be responsible for all security and related maintenance, setup and procedures of organizational applications.
- Position will be responsible and serve as the primary contact for help desk related support and requests.
- Position will participate in attendance of any Regional or State related data meetings as directed by the IT Director.

OTHER DUTIES OF THE JOB

- Will encounter confidential information, is responsible for adhering to all agency confidentiality policies, and must maintain strict consumer confidentiality as defined by state and federal law.
- Attends meetings, training and staffing as required.
- Performs other job-related duties and case management and support services as required.

SUPERVISION RECEIVED

Position is responsible to the IT Director. This employee will receive individual supervision related to daily work duties on and ongoing basis. Additional supervision will be done through individual and/or department meetings.

SUPERVISION GIVEN

Not Applicable

WORKING CONDITIONS

- Work indoors in limited workspace with adequate lighting, temperature, and ventilation.
- Works with average indoor exposure to noise, stress, and disruptions.
- Normal indoor exposure to dust/dirt.
- Works in conditions of potential outbursts or disruptive behavior of clients.
- Travels periodically to consumers or other work sites as needed.

PHYSICAL AND MENTAL CONDITIONS

- Must possess ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, reaching and driving as necessary to carry out essential job duties.
- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
- Must be able to lift and/or carry items such as, laptop in case, personal briefcase, work related supplies and miscellaneous objects with a maximum weight of thirty (30) pounds.
- Must apply safe lifting and carrying practices. If an item weighs more than maximum weight limit, employee must make more than one trip to carry all necessary items to their vehicle and/or to or from designated worksites.
- Occasional exerting and/or lifting of up to 50 pounds may be required for the maneuvering of equipment or supplies to and from designated worksites.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
- Must be able to pay close attention to details and concentrate on work.
- Must be able to mentally react quickly to MCBHC needs and/or requests as necessary as it applies to your position.

QUALIFICATIONS: EDUCATION/TRAINING/WORK EXPERIENCE

Bachelor's degree in computer science, information systems, network administration or a related field, accompanied by at least two years of paid experience in the field.

OR

Associates Degree in computer science, information systems, network administration or a related field, accompanied by at least five years of paid experience in the field.

OR

An appropriate combination of experience and training.

Preference will be given to those with a Bachelor's degree in computer science, information systems, network administration or a related field, accompanied by at least two years of paid experience in the field; however, all qualifying candidates are encouraged to apply.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
- Must possess effective communication and interpersonal skills.
- Must possess initiative and problem solving skills.
- Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
- Must possess ability to maintain confidentiality in regard to consumer information and records.
- Must possess the technical knowledge of operating personal computers and other office equipment.
- Must possess a valid driver's license and a willingness to travel as needed.
- Must possess ability to plan and organize work and prepare adequate records and reports.
- Must possess ability to understand and interpret laws and regulations in regard to MH/ID programs and services.
- Must possess ability to practice organizational and stress management skills and to practice use of good judgment.

Excellent wage and fringe benefits offered.

Interested candidates may download the BHC application from our website. Or you may pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

Applications must be received at this office by 4:30 p.m. Monday, June 24, 2019.

Send application to: ATTN: Karen Myers, HR
Mercer County Behavioral Health Commission, Inc.
8406 Sharon-Mercer Road
Mercer, PA 16137

Email application to: karen.myers@mcbhc.org

Fax application to: 724-893-1067

Affirmative Action/Equal Opportunity Employer