

## Network Specialist I

This is a full-time position working 37.5 hours per week at the Mercer office of the Mercer County Behavioral Health Commission, Inc., Mercer, PA

### 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 as required.

### 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.

Interested candidates may download employment application, pick up or call for an application by contacting the Mercer County BHC office at 724-662-1550.

Application must be received at this office no later than the close of business Friday, October 23, 2020.

Please send application to:

ATTN: Karen Myers, HR  
Mercer County BHC  
8406 Sharon Mercer Road  
Mercer, PA 16137

[karen.myers@mcbhc.org](mailto:karen.myers@mcbhc.org)

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