



## CAREER OPPORTUNITY

**Job Title:** Junior Public Safety IT Administrator (Grade 11) AFSCME  
**Department:** Information Technology  
**Reports To:** Public Safety IT Administrator  
**Location:** 157 North Main Street, Edwardsville, IL 62025  
**Starting Salary:** Madison County AFSCME Pay Step Plan Grade 11- \$20.36/hr  
**Hours of Work:** Monday – Friday, 8:30 a.m. - 4:30 p.m.  
**Closing Date:** January 26, 2018

### QUALIFICATIONS

- Education: A bachelor's degree in a relevant field (or equivalent experience)
- Experience: Two (2) year related experience
- A valid driver's license
- A degree may be substituted with a combination of college course work and related work experience, with at least two (2) years of work experience as a substitute for each year of college
- Madison County, IL residency requirements must be met within 6 months of hire

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Manage the county's Public Safety applications on a 24/7 basis and respond to service issues during that time frame
- Initiate the contact with and coordinate the replacement of defective equipment with warranty agencies
- Responsible for testing of assigned applications and databases upgrades
- Supports continuity of operations for the County's Public Safety Systems, Network and Applications
- Adheres to County CJIS policies related to County Public Safety systems
- Assists users with problems and resolutions
- Liaison between County offices and third party vendors
- Help maintain hardware and software inventory control
- Generates reports and documentation
- Documents specifications for reference
- Monitors the security plan and implements best security practices
- Provides project management duties
- Maintains security with regard to access to any area of the network and its data as determined by the Board
- Assists the Board with preparation of proposals to employee units
- Participates in a rotation for on-call for the entire County's Network
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

### Qualified individuals please submit applications to:

Rob Dorman - Madison County Director of Information Technology, 157 N. Main St, Edwardsville, IL 62025  
Jobs@co.madison.il.us

Visit <http://www.co.madison.il.us/jobs> for application and full posting.